

PENNS GROVE HIGH SCHOOL

334 HARDING HIGHWAY CARNEYS POINT, NEW JERSEY 08069-2220



OFFICE OF THE PRINCIPAL

December 4, 2015

Dear Parents, Guardians, and Students:

An incident took place at our high school on Friday afternoon. As a result, new procedures will be in place for student arrival and dismissal from school. Please be advised that new procedures for student arrival and dismissal will be in place effective, December 7, 2015 and will continue to be in place until further notice. Please review the procedures below.

Student Procedures for Morning Arrival

Only students who are participating in the breakfast program will be allowed to enter the building before 7:35 am.

Students participating in the breakfast program will be permitted to enter the building beginning at 7:15am through the rear cafeteria entrance closest to DuPont Road. These students will not be permitted to leave the cafeteria until they are dismissed to go to their locker at 7:35am by the cafeteria supervisors, or if they have a pass from a teacher, coach or advisor.

Students who are entering the building for a scheduled meeting with a club advisor or teacher will only be permitted to enter the building with a pass from a teacher or club advisor.

Club advisors who are expecting students will provide a list of student who will be coming in early with a pass to administration, security aides, and breakfast staff, Mr. Emel and Ms. Denby. Students will not be permitted to enter the building for any meeting if their name is not on the list.

No morning meetings will take place on Monday, December 7, 2015.

Students will be permitted to enter the building at 7:35am and will only use the back cafeteria entrance closest to DuPont Road and the entrance in the tan hallway between rooms 97 and 99. These doors will be supervised.

Students will be instructed not to open any doors for their peers. Signs will be posted on the doors to this effect.

Teachers will be at their doors in the morning to supervise hallways and to ensure that students are not loitering in hallways. Students are not to congregate outside of classroom doors. Students will be required to enter their first block classroom when they arrive at the door.

Students will only be permitted to go to their lockers before their first block class and during the passing time before their assigned lunch time.

Home of the "Red Devils"

HIGH SCHOOL OFFICE 856-299-6300 FAX 856-299-5192

Student Procedures for Afternoon Dismissal

Students will be dismissed at the end of the day by hallway via the loud speaker.

Students are not to be dismissed until their hallway is called.

No student will be permitted to go to their locker during their 4th block class or after dismissal.

Students who leave the classroom without permission from their teacher will be subject to discipline.

Students will be required to exit the building immediately and through designated exits. Fourth block teachers will review designated exits with their students.

All students must leave the building **immediately** upon dismissal.

Upon dismissal, teachers will be standing in their doorway or at assigned duty locations to supervise students and ensure that students leave the building promptly.

Students who are involved in extracurricular or after school activities will exit the building at dismissal and must reenter the building according to the procedures listed below:

Coaches, advisors and tutors will meet students at the following doors for reentry for after school activities:

Tutoring- Blue hallway doors between rooms 19 and 21

Band/Chorus- doors by choral room 39

Basketball and track- weight room entrance at end of red hallway

Wrestling- Auxiliary gym door

Students involved in extracurricular activities not listed above will be notified of the reentry location via the intercom by the end of the school day on Monday, December 7, 2015.

As always, Guidance counselors and SBYS counselors will be available to meet with students upon request. As per standard procedures, Carneys Point police will continue to be present during arrival and dismissal to ensure that students safely leave the premises upon dismissal.

Many wonderful and exciting things continue to take place at Penns Grove High School. We will not allow recent events diminish our pride in our students, staff, and school community.

Please feel free to contact the main office if you have questions regarding the new procedures for student arrival and dismissal.

Sincerely,



Jocelyn Brown, Ed. D.
Principal

Cc: Dr. Zenaida Cobian, Superintendent of Schools