



Patchogue-Medford School District

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Donna Jones, Ed.D.
Interim Superintendent of Schools
Administrative Center
241 South Ocean Avenue
Patchogue, New York 11772

(631) 687-6380
(631) 687-6389 Fax

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Dear Parents:

The Patchogue-Medford School District believes that the security of our students and staff is a top priority. We are seeking proactive measures to strengthen our security presence and protocols throughout the District. Since last year, we have installed security vestibules in all of our schools with the last one being completed during the summer of 2019. Along with security vestibules, we have also installed Visitor Management Systems and Passport scanners in all of our school buildings. In an effort to facilitate an expeditious and safe visitor entry into all buildings within the District, we have revised our building entry procedures which are listed below:

- The primary responsibility of our Greeters is to be focused on observing the entryway, hallways in their vicinity, and signing in/out visitors;
- Security personnel will be available at or near the main entrances;
- Prior to being granted "buzzer" entry access, visitors should be prepared to address the following:
 - State the purpose of your visit;
 - State who you wish to see and advise if you have an appointment;
 - Present a valid government issued photo ID upon entry;
 - Acceptable forms of Government IDs are as follows:
 - State issued ID cards;
 - State issued Driver's License;
 - U.S. passport;
 - Foreign passport.
 - Examples of non-acceptable IDs are as follows:
 - Photocopy of government issued IDs;
 - Photocopy of passport;
 - Library card;
 - Credit card or Costco card.
- All visitors are expected to show photo ID. No parent or other visitor will be allowed to enter the building without a valid photo ID.
- All visitors must sign-in. There will be no exceptions.
- Once signed in, the building Greeter will issue the visitor a computer generated ID badge.
- Visitors will not be permitted to proceed to their desired location within the building without confirmation of their appointment. Staff members are required to meet any visitor in the lobby, and escort them to and from the desired location.
- Visitors must check out by returning their ID tag when they are leaving the building. They should only use the Main Entrance to exit the building.

The Patchogue-Medford School District considers the safety and security of our students and staff to be our number one priority and we will continue our diligent efforts toward safeguarding our District premises.

Sincerely,



Donna Jones, Ed.D.
Interim Superintendent of Schools