



Dr. Martin Luther King Jr. Upper Elementary School

1200 Bangs Avenue
Asbury Park, New Jersey 07712
Phone (732) 776-2559 • Fax (732) 776-7503

Mr. Perry Medina, Principal

NOTICE OF SCHOOL ENTRY PROTOCOL

School Entry Protocol

Effective January 3, 2022

- All **visitors are required to show photo identification prior to entering** into the building.
- All visitors to our schools **are expected to have an appointment or state business prior** to entering the building.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the security desk.
- Visitors will be **required to show photo identification again, and sign in to obtain a visitor's pass.**
- Visitors **MUST NOT** hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- No visitors are to enter the building with students during arrival.
- **If you will be picking your child up early, you must notify your child's teacher in a written letter or email. If it is an emergency, call the office to notify the school.**
- Dropping off items: You will be directed to label and deposit item(s) in a bin at the lobby desk. Entry into the main office is not permitted for drop-offs.

We know that this protocol is stringent and may inconvenience our visitors who are, as always, welcomed in our schools; however, the safety of our students and staff must remain our priority.

If you should have any questions regarding the protocol or would like to share suggestions, please contact the main office. We will be happy to answer your questions and work together to make our school more secure.

Thank you,

Mr. Perry J. Medina
Principal