

Robbinsville Board of Education

Kathie Foster, Ed.D. Superintendent

155 Robbinsville Edinburg Road

Robbinsville, NJ 08691

Robbinsville Schools 2018-2019 Visitor Protocol

In order to uphold our commitment to the safety and security of our students, staff and extended community, we have developed the following visitor protocol scheduled for implementation beginning in September 2018. We appreciate your support as in this effort.

1. Visitors arriving during student arrival / dismissal periods must wait until all students have entered / departed the building before entering the building and proceeding to the main office to check in.
2. All visitors must have an appointment. Appointments can be made after the start of the school day. A visitor arriving without an appointment may have a substantial wait and may still need to schedule a future appointment.
3. When the buzzer sounds, all visitors must state the purpose of their visit and/or specify with whom they have an appointment. When the appointment is verified by the main office staff, the visitor will be buzzed in and must proceed to the main office.
4. When checking in, visitors will be required to show photo ID and sign in to obtain a visitor's pass.
5. Visitors will be required to leave their car keys at the main office. At the conclusion of the appointment, they may pick up their keys and return their visitor's pass.
6. Visitors may not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.

Early Pick Up

If you are picking up your child early, please notify the office in writing prior to dismissal. You may call the main office to notify the school of an early dismissal only in an emergency situation.

Additional Notes

- If a visitor is uncooperative, does not adhere to procedures, or becomes threatening, main office secretaries are required to call 911 and to notify school administrators
- Failure to follow the visitor protocol may result in a lockdown.

We thank you for your cooperation and support as, together, we create a safe and secure environment, one in which each student will thrive.

Email: Foster@robbinsville.k12.nj.us

Phone: 609-632-0910

Fax: 609-371-7964