

# Monmouth County Vocational School District

---

Timothy M. McCorkell  
*Superintendent*

4000 Kozloski Road  
PO Box 5033  
Freehold, NJ 07728-5033  
732-431-7942  
fax 732-409-6736

Charles R. Ford, Jr., Ed.D.  
*Assistant Superintendent*

Collette C. Flatt  
*Business Administrator  
Board Secretary*

Dear Parents of Monmouth County Vocational School District Students,

Many tragic events have taken place throughout the country over the last couple of years. As a result, the District Administration has been working diligently over the summer to discuss and establish increased building security at all district sites. We have a dedicated School Safety Specialist who has been working individually and as a group with the administration to develop new procedures that have been recommended through state trainings. The district has been in open communication to implement recommendations of additional video cameras, updating of security film and addition of panic buttons. We have been working in collaboration with local police departments to ensure continuity.

As a result of recommendations and training suggestions, new protocols will be in place to start the new school year 2018-2019:

- All visitors to our schools will be required to have an appointment in order to enter the building. (If you require assistance please contact the school after the school day starts in order to make an appointment).
  - A plastic box will be placed outside of each school in order for parents to place things that students have forgotten at home (lunches, books, etc). Please label them with the student's name and place them in the bin. Ring buzzer to alert building staff that it is being placed in the bin and staff will ensure that it makes its way to your student.
- No visitors will be permitted to enter the building without proper identification and being acknowledged through the buzzer system.
- After being buzzed into the building, please do not hold the door for other visitors. You should pass through the doors on your own and if another visitor arrives they must use the buzzer to be properly vetted before entering the school. Once entering the school, you must report immediately to the main office which will provide you a pass and allow you to sign in.
- Please remember that our office staff are human beings and are working to ensure the safety of all our children. If a visitor becomes uncooperative they will contact the local police department and administration. Please adhere to the new procedures and do not become threatening.

We understand that these practices are different and more stringent than in the past. We are sorry for any inconvenience this may cause but all our children are worth the extra step to ensure their safety. We cannot control the times we are living in but we can do the best we can to prepare and be proactive to these times.

If for any reason you require clarification on any of the building new security measures, do not hesitate to contact me. I will be happy to discuss any changes that have been implemented at our schools. It takes everyone to execute a security plan and we want to work in collaboration with the administration, community, students and staff to provide the highest level of security we can for our students.

Thank you in advance for your understanding and cooperation.

Dr. Charles R. Ford Jr.  
Assistant Superintendent  
School Safety Specialist

cc: Timothy McCorkell  
MCVSD Superintendent