



Dear Families and Guardians,

Welcome back to the start of a new school year! The MSDLT holds the safety and security of staff and students as a top priority. After learning from state and national safety experts, all of the schools' procedures have been reviewed and modified in order to ensure a safe and secure learning environment. It is not the intent of the MSD Lawrence Township to create schools that are not family friendly, but rather to ensure the safety and security of all students during the school day. The following provides a summary of the changes:

- Some families/guardians drive their child(ren) to school each morning. We ask that adults follow the school's specific drop off procedures for car riders. Because we must know who is in the school at all times, family members/guardians will not be permitted to walk their child(ren) to the classroom. This procedure may be suspended for the first few days of school as children become familiar with the location of their new classroom.
- Family members/guardians who wish to eat lunch at school with their child(ren) are asked to call the school office and make a reservation by 9:00 a.m. of the day they wish to visit. Since background checks are not required for lunch visits, the family member/guardian will sit with the student at a lunch table that is designated by the school as the visitors' table. Only students and their family members will be permitted to sit at the visitor's table. This is to ensure that all parents/guardians know who is supervising their children, as some families do not wish their child to eat with adults who are not school employees. Lunch visitors are requested to go directly to the cafeteria after checking in at the office and depart the school at the end of the lunch time.
- Families are requested to be sure the school always has current contact information for family members/guardians. If there is an emergency, the school must be able to quickly contact all families.
- All classroom doors will remain in the "locked" position. Although the doors can remain open during the instructional day, the teacher must be able to pull the door shut and have it be locked to the outside in case of an emergency. This is a specific change that has been implemented in response to the tragedy in Newtown.
- The discipline of the students is the responsibility of the principal and school staff. Visitors and volunteers are not to discipline students on school grounds. If a visitor or volunteer sees a problem, they should notify the nearest school employee.
- Visitors must set up appointments. A lunch reservation is required by 9:00 a.m. Classroom visits must be prearranged with the teacher.
- Volunteers should only be in the school for the mutually agreed upon time (between volunteer and staff member) required to complete the volunteer activity. Volunteers are not permitted to go to other parts of the building or participate in activities that are not part of the prearranged plans.

Thank you for your support in providing all of our students and staff with a safe and secure learning environment. New school safety information is being released based on experiences learned from other schools' situations. The MSDLT will continually review the latest information and adjust procedures to ensure the safest learning environments for students and staff. The entire handbook can be viewed in its entirety by logging into www.ltschools.org.