

FERNWOOD AVENUE MIDDLE SCHOOL

A New Jersey Dept. of Education Best Practice Recipient

4034 Fernwood Avenue

Egg Harbor Township, New Jersey 08234

(609) 383-3355 Extension 1502

Jim Battersby, Principal

Rachel Prakash and Dr. Bruce Singer, Assistant Principals

January 2, 2018

Dear Parents/Guardians:

In an effort to improve our practice of receiving and releasing students during the school day we are using this letter to communicate and reinforce our procedures at Fernwood Avenue Middle School. Our procedures are as follows:

- All guests are to enter and exit through the main entrance by the flag pole.
- All vehicle traffic entering the lower driveway closest to the main entrance will use a one way traffic pattern and can exit leaving the upper driveway leading to Fernwood Avenue.
- All visitors wishing to park at the school may use an open space in the lower lot or upper lot directly in front of the main entrance.
- If you are dropping off prior to the start of school students must wait in the vestibule until the entry bell rings.
- All students leaving the school must be signed out by a parent/guardian with a form of identification and that person must also be registered in our student information system.
- If you are entering our school for a teacher parent conference or to observe a school activity you are required to sign in, present identification, and obtain a pass before visiting.

Please note that the outside doors will always remain locked at all times during the school day and school safety drills will continue to be held to ensure the safety of our students.

Thank you in advance for your cooperation.

Sincerely,

Jim Battersby,
Principal