

**ISLAND HEIGHTS SCHOOL DISTRICT**

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**TIMOTHY J. REHM**

Superintendent of Schools

**FRANK FRAZEE**

Business Administrator

**LIL BRENDEL**

Board Secretary

Dear Parents/Guardians,

The health and safety of our students, staff and community remains our highest priority here at the Island Heights Grade School. In light of the horrific event that took place recently in Parkland, Florida and other security incidents throughout the country, I want to review with you the procedures and measures that are in place here at our school.

As you know, the recent referendum work that has been completed in the building included the installation of security doors on all classrooms and offices as well as the front door security system. Please be reminded of the following:

1. All classroom doors are closed and locked during the school day.
2. During school hours visitors to the building, including deliveries, must be buzzed in through the front doors only after properly identifying themselves to the main office staff. Visitors must sign in and will be given a badge to display on their outerwear for identification.
3. Students who are outside for recess or PE are supervised by staff who are equipped with walkie-talkie radios for immediate communication.
4. Staff who are walking to the library with students are also equipped with walkie-talkie radios in direct communication with the main office.
5. Drills will continue to be conducted throughout the year as mandated by the NJ Department of Education. Also, access to our first responders and local Office of Emergency Management is capable 24/7.

I hope that this information is helpful to our educational community and if you have any concerns regarding this important priority, please do not hesitate to contact the main office and we will be more than happy to discuss.

Respectfully,

Tim Rehm

Superintendent