

SCHOOL SECURITY NOTICE:

The safety of our students and staff is a priority in Demarest. To that end, we want to explain a few of the security measures in place at both County Road and Luther Lee Emerson Schools.

TWO ENTRANCE DOORS:

To enter the building you must be buzzed into the entrance door *as well as* being buzzed in to the second, inside door. You will be asked to state your name and reason for coming to the school. There is a speaker outside both doors to speak about entry into the school. The school secretaries will buzz you in the first door so you may utilize the "Drop Off" table. Unless you have an appointment or need to pick up your child we will not permit access into the school building.



VISITORS:

After entering the building you must go to the main office. You will then leave your car keys in the main office when you sign in and take a **YELLOW** Visitor Pass to wear. When you exit you will return badge, sign out and retrieve your car keys.

VESTIBULE TABLE:

We have provided a table for the drop off and pick up of items intended for students. A pen and paper is provided for your use to write your child's name on the item. This table is in the vestibule of each school. *You do not need to buzz or enter the second door.*



Requested homework will be placed for pick-up after school on this table. This table is also where you may drop off lunches, shoes, homework, coats, musical instruments or any other item your child **knows** you will be bringing to school. Remind your child that this will be the place to check for an item expected from home.

Lunches will be brought into the cafeteria by the lunch staff prior to lunchtime.

If your child **does not know** you are bringing in something like their eyeglasses, snack or a sweater, you may then buzz the second door to come into the office to drop off your child's item. *We will not interrupt class to call your child to the office unless something is urgent.*

Thank you for your help in keeping County Road and Luther Lee Emerson Schools safe.