



Safety and security (Our highest priority)

It is important to know that the Trenton Public School District and its school security provider, Bowles Corporate Services, stress and ensure that the safety of the students in our care is of the utmost importance. While it is impossible to guarantee that dangerous situations will never happen in and around our schools, we take far-reaching preventive measures.

The most important thing we can do is be aware of who is in and around our schools.

It shall be standard practice to require visitors to check in at the security desk. They will be required to present a picture identification prior to receiving a visitor's badge from the security officer or main office before entering the school facility. We are asking all school personnel to make sure this is a priority.

We stress to employees the importance of stopping individuals they do not know. Students, especially older ones, are asked to report any unidentified individuals to a teacher or other school official right away.

We are also taking extra care to keep non-essential doors locked. Our high schools have multiple entrances, but we are restricting all visitor access at each district's school main entrance.

You as parents and neighbors of our schools can be very helpful by being aware of what is going on in and around the building and reporting unusual activity.

Local law enforcement and BCS security officers, which includes one bike patrol officer patrol, monitor the perimeters of our schools.

We will be working closely with local law enforcement through the preparation of and drilling for various emergency responses to help keep our schools safe learning environments for our students.

BASIC SCHOOL SECURITY PROTOCOLS

After the 2012 Newtown, CT School shooting, the BCS security director sent a district-wide message to all school principals instructing them to limit parental access to buildings during student drop-offs unless they were properly screened via the walk-through or hand-held metal detectors. To minimize any further confusion, I am posting some basic security protocols that should be in place for all schools. Unfortunately, these and other measures such as perimeter checks and risk assessments of our buildings and grounds will not eliminate the potential for this unspeakable violence; however, they can and have worked to prevent, deter or minimize the loss of life.



SECURITY PROTOCOLS

1. **NEED TO KNOW BASIS:** If parents or public ask you questions about our safety policies and procedures, please do not get specific. Specifics about safety procedures only need to be known by students and staff. Please do generally communicate that we do have safety procedures in place, and that we take safety and security very seriously.
2. **CHALLENGE:** All Persons or groups within the building and redirect to the main office if unaccompanied or without an official visitors pass.
3. **ACCURATE ATTENDANCE EVERY SINGLE DAY.** Accurate attendance is one of the most important things you do each day. It is essential.
4. **REVIEW SAFETY PROCEDURES:** It is your responsibility to continuously review safety procedures. Lock downs, fire drills, and evacuation procedures are something we all need to know backwards and forwards.
5. **CLASS ROSTERS:** Always bring class rosters with you during ALL evacuation drills and take attendance.
6. **TAKE DRILLS SERIOUSLY!** When we do drills, take them seriously and do all you can to get the students to do so as well. There should be **NO** talking or sounds coming from classrooms during lockdown drills. Staff or students shall not be allowed to re-enter the building to retrieve items during a drill under no circumstances. **Remember-how you practice is how you will act during an actual event!!!!**
7. **NEVER PROP EXTERIOR DOORS OPEN,** or let someone come in through a non-main-entrance door, unless they are first responders or accompanied by a staff member.
8. **NEVER CIRCUMVENT SECURITY PROCEDURES OR OFFICER DIRECTIVES-** Do not allow a visitor into a visitor until their identity is verified by the security officer. No exceptions!!
8. **IF YOU SEE SOMETHING...SAY SOMETHING: REPORT** violations of safety protocols, emergencies, and anything suspicious to the building Principal or security supervisor.

It cannot be stressed enough how seriously we take these issues. We are parents, as well, and we hope this information assures you that not only do we share your concerns, but that we are looking for ways to tighten the sound security measures we already have in place. Please contact me at 201-546-2373 or Dr. Roy Wilson-Office of School Support at 609-656-5632, if you have questions or concerns.

Let's have a safe and worry-free school year,

Chief Irving Bradley, Jr. (Ret.)

VP of Educational Safety & Security
Bowles Corporate Services