

Date: January 28, 2015

Memo: MVHS Students, Parents and Guardians

From: MVHS Staff

Re: Safety and Security Procedures at MVHS

In an effort to provide the safest and most secure learning environment for our students and staff, the following safety procedures and protocols will be implemented immediately at MVHS:

1. All school doors will be locked during the school day from 8:30 AM to 3:20 PM, with the exception of lunch time (11:45 AM to 12:40 PM) where the main doors, gym doors and bus loading doors at the back of the school will be open.

The main entrance of the school is now equipped with a live video feed and buzzer system located on the brick wall left of the main front doors. Upon arrival, please press the button for entry and report to the main office.

Students are reminded that if they are leaving during the day for an appointment, they must sign out at the main office and exit through the main doors. Students will be required to provide an excuse upon their return when they sign in.

Anyone requiring services in any of our Industrial areas are required to report to the main office before proceeding to the shop area.

**AT NO TIME ARE STUDENTS TO EVER OPEN A LOCKED DOOR TO ALLOW OTHERS TO ENTER. THIS WILL BE VIEWED AS NON COMPLIANCE AND A DIRECT VIOLATION OF SCHOOL RULES.**

1. All visitors to our school will be required to sign in at the office and pick up a Visitor Pass. Visitors Passes are to be returned to the office when signing out. *This will not apply during arrival and dismissal times.*
2. All replacement staff will now be identified with a Staff Lanyard.
3. Students will be required to have a hall pass from their subject teacher when out of class during Instructional Time.

If you have any questions or concerns regarding these new procedures please contact the school at 627-4083.

Thank you in advance for your cooperation.