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Joseph V. Rella, Ed.D.
Superintendent of Schools

August 20, 2018

Dear JFK Families,

Summer is almost over and another school year approaches. We do hope you had a restful vacation.

Recent changes in building procedures makes it necessary to notify you of updates we are making in dropping off and picking up students at JFK. Also contained in this letter is information regarding staying after school for "X"- time. Lastly, we will reemphasize procedures to enter the building we put into place last school year. To assist us in keeping JFK a safe place for our children, please be sure to read this letter in its entirety.

Effective September 5, 2018, the following procedures will be in place at JFK:

1. Overall Safety:

- Please do not drop off or pick up children on Jayne Boulevard, at any time. Crossing that road and the semi-circle to get to a ride or to get into the school is extremely dangerous.
- Please, at all times, be mindful of all traffic and safety laws, particularly those pertaining to school buses.
- Please do not double-park in the circle to drop off or pick up children.

2. Student Drop Off:

- With the removal of "0-Period" from our school day, children will be buzzed into the building starting at 7:15 AM via the Main Entrance.
- Use of the entrances on the water tower side of the building may occur between 7:30 AM and 7:45 AM.
- Students entering the building prior to 7:40 AM must report directly to the cafeteria only and remain there until the Homeroom Bell signals them to go to their lockers.
- Students entering the building after Homeroom begins (7:46 AM) will use the front entrance of the building only to sign in with attendance.

3. Student Pick Up:

- For 2:04 PM Dismissal, please use the front or water tower side entrances of the building between 1:45 PM and 2:15 PM. In both locations, busses take priority and must not be passed or blocked in any way.
- When picking children up between 2:15 PM and 3:30 PM, (not including athletics), please use the front entrance only.
- When picking children up after 3:30 PM, (for any reason), please use the rear entrance by the gymnasium only.





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4. X-Time Procedures:

- Children staying for “X”-time with a teacher will remain with that teacher from 2:05 PM – 2:40 PM. At that point, students will go to the front lobby for parent pick-up or the cafeteria for late bus dismissal. All students taking the late bus must have a pass.
- Children remaining after school without a valid reason are in violation of our building procedures and are subject to receive consequences.
- Students leaving school grounds may not return to the property for parental pick-up or use of the late bus.

5. Parental Entry Procedures:

- Prior to coming to the building, please call the main office at 631-474-8160 to be placed on the, “Expected Visitor List.” Upon arrival:
 - a) Press the exterior button
 - b) Verify your name and purpose of visit
 - c) Once buzzed in, proceed to the front desk monitor w/ photo ID and follow further instructions
- If you have NOT called ahead to be placed on the “Expected Visitor List,” then upon arrival:
 - a) Press the exterior button
 - b) Present photo ID to camera
 - c) Verify your name and purpose of visit
 - d) Once buzzed in, proceed to front desk monitor w/ photo ID and follow further instructions
- If you have NOT called ahead to be placed on the “Expected Visitor List,” AND you do NOT have photo ID, then upon arrival:
 - a) Press the exterior button
 - b) Verify your name and purpose of visit
 - c) Expect for a delayed entry to the building while we verify your identity

We strongly recommend that everyone call ahead and be placed on the “Expected Visitor List” by calling us at (631) 474-8160.

If you have any questions regarding the content of this letter, please feel free to call me at 631-474-8160.

Sincerely,

Michael J. Fama, Ed.D.
Principal

