

**WEST MILFORD TOWNSHIP PUBLIC SCHOOLS**  
**Office of the Superintendent**

**SECURITY AND SAFETY OF PUPILS**  
**Rules and Regulations**

The safety and security of each pupil is of paramount importance to all members of our community and school personnel. The high school and elementary schools have video monitored security systems which are used to screen visitors to the schools. To effectively implement the policy of the Board of Education, the administrative staff will utilize the following rules and regulations:

- A. Entrances have signs indicating that all visitors are required to report to the office, state their business, sign in, and obtain permission to enter the building. Visitors must also sign out when leaving the building.
- B. Children are only released to a parent or legal guardian after a written request is submitted to the office with the reason for his/her release indicated.
- C. Legal documents regarding pupil custody shall be kept on file. Confidentiality shall be respected so that pupils and information concerning them are safeguarded.
- D. All school personnel are to report, to the main office, the existence of unauthorized persons and/or vehicles on, in, or near the school.
- E. No pupil may be assigned to any other bus route for any reason unless an emergency situation exists and the load limit is not exceeded.
- F. Pupils must exit their bus at their assigned stop unless written authorization is presented to the driver via the principal's office. School vehicles have video taping capability which may be used at any time.
- G. All school employees are required to wear identification badges.