



BERGEN COUNTY TECHNICAL SCHOOLS/SPECIAL SERVICES

District Administrative Office

540 Farview Avenue, Paramus, New Jersey 07652 • Tel. (201) 343-6000

September, 2016

Dear Parent/Guardian:

Providing a safe and secure learning environment for our students and staff is something we focus on each and every day. The District's goal has always been to maintain safe and caring schools with clear behavioral expectations, positive interventions and supports for crisis planning and preparedness. Safety is a whole school effort which involves constant communication with law enforcement, administration, staff, students, and parents. Therefore, these are some of the pertinent topics that are addressed by our Safety/Security Committee.

Our school District has a comprehensive Security Plan in place and rigorously trains staff to handle various emergency situations. As a result of November 1, 2010, as per N.J.S. 18A: 41-1, every school is required to conduct one fire drill and one security drill each month within the school hours including any summer months during which school is open for instructional programs. During the academic year, schools are required to:

- Hold a minimum of 2 of each of the following security drills: Active Shooter; Bomb Threat; Evacuation; and Lockdown.
- Other types of security drills practiced during the year are the following: Shelter in Place; Testing of the Schools Notification System and Procedures; Tabletop Exercise; and Reverse Evacuations.

Students and staff practice and experience what is expected of them during an emergency. Law enforcement always plays an integral part in our drills and keeping our students safe.

The District maintains a close and strong partnership with the Bergen County Sheriff's Office, Bureau of Police Services and the Office of Emergency Management (OEM) to assist us with maintaining safe and secure schools. Our current Memorandum of Agreement between the District and law enforcement ensures a cooperative and positive working relationship which generates the following procedural safeguards for the community:

- Coordination with local emergency responders by updating safety/security plans and procedures for drilling, managing and responding to emergency situations.

- Staff and students receive in-service safety/security training throughout the year in consultation with law enforcement.
- Monthly Safety/Security Meeting are conducted with the Assistant Superintendent, Ms. Sheridan, and administration per campus including the Athletic Director, Adult School, Day Care Center, Technology, Operations, OEM, and Bergen County Sheriff 's Office, Bureau of Police Services to discuss and assess our security drills.
- Security guards, visitor's policy and digital cameras on all campuses.
- Athletic coaches receive Safety/Security, HIB and Social Media training.

As parents, you play an important role in promoting school safety by following procedures. We realize open communication is critical to the safety and well-being of our community. Should there be an emergency situation, the District will immediately notify you. Therefore, please make sure your contact information is updated and accurate in your child's school.

Please be assured that the safety of your children continues to be our priority. We want your children to feel safe in a school community where they are respected, trusted and connected. In this day and age, we all play a vital role in school safety. We encourage you to please talk to your children about safety/security issues at home and in school.

If you have any further question, please feel free to contact me via email me at patcos@bergen.org. Thank you for your support and cooperation in keeping your children safe.

Sincerely,

Patricia Cosgrove

Patricia Cosgrove
District Supervisor