

# EGG HARBOR TOWNSHIP ALDER AVENUE MIDDLE SCHOOL

## *National Green Ribbon School*

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**Joseph Marinelli**

*Principal*

*Ext. 1401*

**Frank Locantora**

*Assistant Principal*

*Ext. 1404*

**Nicole Perone**

*Assistant Principal*

*Ext. 1404*

January 2, 2018

Dear Parents/Guardians:

In an effort to improve our practice of receiving and releasing students during the school day we are using this letter to communicate and reinforce our procedures at Alder Avenue Middle School. Our procedures are as follows:

- All guests are to enter and exit through the main entrance by the flag pole.
- All vehicle traffic entering Alder need to use the main driveway leading up to the flagpole area and can exit following the horseshoe exit road leading out to Alder Road. Please refrain from double parking.
- All visitors wishing to park at Alder Avenue may use the adjacent lot to the flagpole using designated visitor parking spots.
- If you are dropping off prior to the start of school students must wait in the vestibule until the entry bell rings.
- All students leaving the school must be signed out by a parent/guardian with a form of identification and that person must also be registered in our student information system.
- If you are entering our school for a teacher parent conference or to observe a school activity you are required to sign in, present identification, and obtain a pass before visiting.

Please note that the outside doors will always remain locked at all times during the school day and school safety drills will continue to be held to ensure the safety of our students.

Thank you in advance for your cooperation.

Sincerely,



Joe Marinelli,  
Principal