



Bunker Hill Middle School

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"Carrying on a Proud Tradition of Learning"

Michael J. D'Ostilio
Principal

Gregory B. Muscelli, EdD
Assistant Principal

BUNKER HILL MIDDLE SCHOOL SAFETY PROCEDURES 2019-20 SCHOOL YEAR

Dear Bulldog Families,

The information included in this safety update is to ensure that you understand the safety protocols you are asked to follow if you drop off, pick up, or visit Bunker Hill Middle School. Please know these procedures will be strictly enforced to ensure the proper safety of our students. We take this responsibility very seriously and we work with our security team at the district level, our Special Law Enforcement Officer (SLEO) Officer Hamilton, as well as the Washington Township Police Department. We appreciate your cooperation and look forward to a great year with a continued partnership with all our families. Thank you for your diligence and concern. Please reach out to the school if you have any concerns.

Sincerely,

Mike D'Ostilio (Principal)

Dropping/Picking Up Students from School

- Please refer to this image at the following link: ["Lot Safety Procedure"](#) when dropping off or picking up your child. This must be followed at all times.
- Some important information regarding the diagram above:
 1. Parents are to use rows 1 and 2 (delineated by arrows) to drop off/pick up their children. **No parent is permitted to pick up their child in the bus loop at start of school or dismissal.**
 2. Students are to use the crosswalks in the lot and not walk between cars. We will have crossing guards at the crosswalks this year to provide that safety. When students go places other than the crosswalks, some drivers may not anticipate this, or the student might not be aware of the potential safety concern.
 3. While it's a state law and obviously expected, we need to be cognizant that we ALWAYS yield to pedestrians in a crosswalk.
 4. We at Bunker Hill recognize that this may add minutes to parents picking up their children or dropping them off. School begins at 7:50 and ends at 2:55. We apologize for any inconvenience, but please plan accordingly. The safety of our children is paramount.
 5. Despite our best efforts to improve signage and protocols, we all need to work together to

ensure our children are safe always. We thank you for your continued vigilance for our young Bulldogs.

Daily School Bus Information

- The WTPS transportation department will email a bus pass to each student's home. The bus stop, approximate time to be at the stop in the morning, the bus number, and approximate arrival back to the stop in the afternoon will be included with this pass. Students should be at the bus stop 10-15 minutes prior to the estimated pick up time.
 - Some student busses will unload at the front of the school in the bus loop. This is one reason why it is imperative that no drivers enter the bus loop unless granted permission by the school.
 - Students are to observe all safety expectations on the bus. Students are not permitted to play loud music, use foul language, stand or move from seat to seat. They are to respect the directives and safety protocols of the bus driver. The bus code of conduct is provided here: [Bus Conduct](#)
 - It is important to know that students are not permitted to board a friend's bus. Each child **MUST** ride the bus assigned to him or her.
 - If a student is found to be in violation of school bus safety rules, the student will receive disciplinary consequences which could include being temporarily or permanently removed from the bus. We will not tolerate students who compromise the safety of others by engaging behaviors that are distracting to the driver.
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Late Run School Bus Information

- Students are permitted and encouraged to stay after school to participate in after school activities. We provide late busses that pick up the students from BHMS at approximately 4pm.
 - If a student stays after, he or she must obtain a bus pass from his/her supervising teacher.
 - We have three late buses. Students **must be familiar with the name of the development in which they live**. Each of the busses go to specific developments.
 - If your child stays after and misses the late run, a parent must pick the child up from school.
 - **VERY IMPORTANT: STUDENTS ARE NOT PERMITTED TO WALK HOME IF THEY STAY AFTER SCHOOL. A BUS IS PROVIDED FOR THEM. DURING THE BULK OF THE SCHOOL YEAR, IT GETS DARK EARLY. THIS IS FOR STUDENT SAFETY.**
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Students Biking or Walking to School

- Students are permitted to walk or bike to school.
 - Students should enter through the back gate (a crossing guard will be there), walk or ride up the access road and walk to enter the front of the school to be let in.
 - Students who bike are responsible for securing and locking their bike to the bike rack. Bunker Hill is not responsible for a lost or stolen bike, especially if it's not properly secured.
 - To reiterate above: **STUDENTS ARE NOT PERMITTED TO WALK HOME IF THEY STAY AFTER SCHOOL. A BUS IS PROVIDED FOR THEM. DURING THE BULK OF THE SCHOOL YEAR, IT GETS DARK EARLY. THIS IS FOR STUDENT SAFETY.**
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Visiting the School

Please adhere to the following protocol if you have an appointment at the school or are picking up your child:

1. Park in the designated parking spaces only. Never parallel park in front of the school in the bus loop. Bunker Hill is fortunate to have plenty of parking.
 2. Once you park, please walk to the front entrance of the school and press the button adjacent to the far left door.
 3. You will be prompted to show your ID (your drivers license), to give your name, and state the purpose of your visit. Once that criteria is met, you will be permitted into a vestibule. The person you are to meet will meet you at the vestibule and let you in.
 4. **There can be no exceptions to the above step.** If you don't have an ID on you, you will be asked to return to your car to get it or you will have to retrieve it at home and drive back. Please refrain from getting agitated with our office staff. They are following district protocol and are trained to never compromise with this procedure for the safety of the children.
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Security Drills

- By law, we practice security drills routinely.
- At BHMS, we train diligently. Consequently, our drills are all unannounced. We conduct drills, take data and use that data to improve the next time.
- It is typical to have our drills conducted during passing time, during lunch, or other event.
- To allay any fears we will always inform the students at the conclusion of the drill that a drill was conducted.
- In addition, we will notify families via Remind as well.