

## Safety and Security

**Cell Phones-** Students who carry cell phones must keep them turned off at all times. We discourage the use of cell phones unless there is a crisis. Students have access to phones in their classroom, the nurse's office, and the main office if they need to call home for a forgotten item or if there is a problem. We do not permit students to call home to make 'play date' arrangements.



**SEIN Numbers-**Our District automated phone system will be used to alert families to emergencies or to create last minute important reminders. The system can call several hundred numbers in five minutes. When we ask for a SEIN number, we need the following:

- The most likely number where you will answer a phone. That could be the same as your emergency number. During the day that might be a work number. In a crisis, we don't want to leave a voice message at your home.
- A direct number. The system can't call extensions and it can't leave a message in an automated system that asks "if you know your parties' extension..."
- Please keep that number updated.

- **OUR DOORS ARE LOCKED.** Visitors must ring the bell and wait to be recognized on the office monitor before being "buzzed" into the building. Visitors must report to the Main Office and obtain a visitor's pass.
- **STAFF MEMBERS** wear Medford Public Schools Identification badges.
- **STUDENTS** may not leave class or lunch without an adult's permission.
- **STUDENTS** may not bring any items that can be thought of as weapons. (Penknives, paint scrapers, sharp tools are not permitted in school)
- **STUDENTS** should not bring valuable items to school.