

LONGWOOD CENTRAL SCHOOL DISTRICT HUMAN RESOURCE BULLETIN

**Annual Bulletin
2015-2016**

School Security

ALL employees of the Longwood Central School District must possess a district issued photo identification badge. This photo ID must be worn and clearly displayed by each employee while they are present in any school building or any school district related facility while school is in session and also during after school activities. It must be worn prominently and not on the employee waist. If you have lost, or have not yet received your photo I.D., you must contact our Security Department immediately at (631) 345-6500 to schedule an appointment to have your I.D. replaced.

When the schools and offices are closed, employees are not permitted to enter the facilities unless an approved use of facilities form is on file.

All exterior doors are to be locked behind you and classroom doors in the locked position while class is in session. If your classroom/bathroom key opens an exterior door, please return the key to the building principal and it will be replaced with an interior door key. All emergency windows are to be closed, locked and accessible at all times.

Please take a moment to visit the security page on the Longwood homepage to obtain useful safety information, sex offender information, district-wide safety plans, and much more. The website is:

<http://www.longwood.k12.ny.us/departments/security>

The Security Department is open twenty four (24) hours a day, seven (7) a week, all year long.

If you see anything suspicious, contact Security immediately (631) 345-6500