

# MARLBORO MIDDLE SCHOOL

*Home of the Hawks*

355 County Road 520  
Marlboro, New Jersey 07746-1057  
(732) 972-2100



**Principal**

*Mrs. Patricia Nielwocki*

**Vice Principals**

*Mr. James McCann  
Mr. Eric Tatgenhorst*

August 2018

Dear Parent(s)/Guardian(s),

The morning student drop-off procedure is one that we review annually. Students are encouraged to take the bus to school to alleviate morning congestion in the designated parking lot and the entrance from Route 520. Please note the times for students to enter the building and the bell at 7:40 AM that signals the start of class.

For those of you who are dropping off your children in the morning, here are the procedures.

- 7:30 AM Parents are to wait with their students in the parking lot until the staff signals for students to come into the building. The first bell sounds at 7:30.
- 7:30-7:36 AM Students will enter the building through the gym doors next to the main entrance.
- 7:36 AM A second bell signals that anyone not in the building will be considered tardy to school. All tardy students will enter the building through the main lobby and must be accompanied by a parent. Parents, please bring your driver's license with you to sign your student in for the day.
- 7:40 AM A third bell signals that all students are to be in period one classes for morning attendance.

A student cannot be dropped off without an adult escorting him/her into the main lobby. In that event, the parent will be asked to return and come to the lobby to sign the student in for the day.

I would like to thank you in advance for your assistance in helping us to start the school day in a safe and efficient manner.

Sincerely,

*Mrs. Nielwocki*

Principal