

BOARD OF EDUCATION  
CITY OF NEW YORK  
**JOHN ADAMS HIGH SCHOOL**  
ROCKAWAY BOULEVARD AND 102ND STREET  
OZONE PARK, N.Y. 11417

DANIEL SCANLON, PRINCIPAL

FAX (718) 738-9077

TELEPHONE (718) 322-0500

September, 2012

To: Principals, Assistant Principals, Health and Physical Education, Athletic Directors, Cheerleader Advisers, Coordinators of Student Affairs and **ALL** coaches.

Dear Colleagues:

Due to the need for increased security during afternoon, weekend and holiday school activities, the following rules and procedures will be in effect for all athletic contests at John Adams HS:

1. **NO SPECTATORS, CHEERLEADERS OR BOOSTERS** will be permitted in the school building or on the athletic field.
2. In addition to their team members, coaches are permitted to bring one student score-keeper and two student managers.
3. For indoor events, visiting teams will enter the school through the main door on Rockaway Blvd. If team members arrive before the coach, they will be detained in lobby area until the coach arrives. **The coach MUST collect and hold all electronic devices until the entire team leaves the school.** The entire group will then proceed to the site of the contest where the home coach will direct them to the changing area. When the visiting coach is of the same sex, he or she will supervise the team in the locker room while they are changing and then escort them to the site of the contest. If the coach is of the opposite sex, he or she will escort the team to the locker room, wait outside and then escort them to the site of the contest. No materials should be left in the locker room during the contest. Team possessions should be placed behind the team bench during the game or match. At the end of the contest, the same locker room procedures apply in reverse. The coach may not leave until every team member has been escorted safely out of the building through the main door.
4. For outdoor events, visiting teams will report directly to the athletic field. If needed, the home coach will then direct them to a changing area where the visiting coach must remain until all players are ready.
5. All athletes entering the building are subject to scanning.
6. If a team member has to use the bathroom during a contest, the coach must send at least one other team member to accompany him or her. (subject to scanning).

Thank you for your cooperation.

Very truly yours,

*Daniel Scanlon*

Approved: Daniel Scanlon, Principal