



EAST RUTHERFORD PUBLIC SCHOOLS
Office of the Board of Education

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September 9, 2019

Dear Parents/Guardians,

As we begin the 2019-2020 school year, I would like to take a moment to review our Entry Door Access Protocol. This is done in collaboration with the East Rutherford Police Department and our District Security Team.

Please note the following:

- No visitors are to enter the building with students during arrival. All visitors to our schools will need to have an appointment to enter the building. (If you require assistance, an appointment must be made after the start of the school day.)
- At the buzzer, it is expected that all visitors will state their full name, purpose of their visit and/or specify with whom they have the appointment.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.
- In an attempt to keep our students and faculty as safe as possible, we are implementing a new visitor sign-in procedure. We will be using the **LOBBYGUARD** kiosk located at the front entrance of both McKenzie and Faust Schools.
- When entering campus, visitors will be required to scan his/her driver's license or state issued identification. The system will ask for the reason for your visit, such as to volunteer in a classroom, attend a meeting, participate in an event, check a child out early, or pick a child up late. A photograph will be taken of you that will be used on the printed badge the system makes for you. The sticker is easily removable and will not damage your clothes.
- All visitors on campus are required to wear the badge while on campus. When leaving campus simply hand your badge to an office staff member or police officer and they will check you out.
- We will begin using the new procedure on **Monday, September 16, 2019**. Our office personnel will be glad to assist you, as we all learn a new way to help keep our East Rutherford School family safe.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- If you must drop off an item for a student (lunch, homework, etc.), you must call the office to notify them about your arrival and the nature of the visit.
- If you will be picking your child up early, you must notify the office in writing/email prior to dismissal. If it is an emergency, call the office to notify the school.
- Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff; the East Rutherford Police Department may be notified that an intruder is in the building.

We know that this protocol is more stringent than past practice and may inconvenience our visitors who are, as always, welcomed in our schools. We are saddened by the need to employ this protocol, but the safety of our students, staff and all who visit our schools, must remain our priority. Unfortunately, these are the times we are living in, and I am optimistic that our visitors will ultimately recognize our need to be as vigilant as possible.

If you should require clarification regarding the protocol, please contact your building principal. He/she will be happy to answer your questions to ensure your full understanding and adherence to our procedures. With your cooperation, our schools will be more secure for the students and staff.

“CHANGE IS GOOD, BUT SECURITY IS BETTER”

We thank you in advance for your cooperation and support, as we implement this new system. The district continues to take significant steps to upgrade, enhance and implement improved security measures throughout all of our schools.

Sincerely,



Giovanni A. Giancaspro
Superintendent of Schools

GAG/kd