



# EAST RUTHERFORD PUBLIC SCHOOLS

## Office of the Superintendent of Schools

100 Uhland Street

East Rutherford, NJ 07073

Phone: 201) 804-3100 ♦ Fax: (201) 933-1845

[www.erboe.net](http://www.erboe.net)

September 2023

Dear Parents/Guardians,

As we begin the 2023-2024 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 school buildings 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 the purpose of their visit and/or specify with whom they have the appointment.
- All visitors are required to show photo identification prior to being buzzed into the building. • If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.
- Once in our security vestibule, visitors will be required to show a photo identification and follow the visitor safety protocol through the District's LobbyGuard/Raptor Security System, and obtain a visitor's pass. • 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 will be directed to deposit that item in a bin located in the security vestibule between 8:45am-11:00am for McKenzie School, 8:30am-10:30am for Lincoln, and 8:30am-11:30am for Faust School. All items need to be labeled with your child(ren)'s name prior to dropping off any item. The expectation is that parents/guardians exit the security after all items have been dropped off. Entry into the school is not permitted.
- **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 prior to dismissal. If it is an emergency, call the office to notify the school.**
- Front office staff will be required to call 911 and notify school administration if the visitor is uncooperative, does not adhere to the procedures or become 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 stringent and may inconvenience our visitors who are, as always, welcome in our schools. The safety of our students and staff continues to remain our top 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 child(ren)'s building principal. We 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.

The district has taken significant steps over the past few months to upgrade, implement and improved security measures throughout all of our schools. Your suggestions are important and always appreciated.

Sincerely,

***Giovanni A. Giancaspro***

Superintendent of Schools