



## EAST RUTHERFORD PUBLIC SCHOOLS

Office of the Board of Education

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November 1, 2018

Dear Parents/Guardians,

As we begin the 2018-2019 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.
- All visitors will be required to show photo identification to police officer and/or main office personnel once they have been 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.
- Visitors will be required to show photo identification again, and sign in to 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 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.

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