

# WANAQUE PUBLIC SCHOOLS

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August 28, 2017

Dear Community Members,

Welcome back to the 2017-2018 school year! Below is a listing of our revised **Entry Door Access Protocols**. These procedures have been developed in collaboration with the New Jersey Department of Education Office of School Preparedness and Emergency Planning and the Wanaque Police Department. They are as follows:

- No visitors are to enter the building with students during arrival time. **All visitors to our schools will need to have a previously scheduled appointment to enter the building.**
- At the buzzer, it is required that all visitors state the purpose of their visit and/or specify with whom they have an appointment.
- If an appointment is verified, the visitor will be buzzed in and must present himself or herself to the main office immediately upon entry.
- Visitors will be required to obtain a visitor's badge and lanyard prior to going to their destination. You will be required to leave your ID with the secretary in exchange for the badge, which will be returned to you when you come back to the office to sign out. Roaming the building is NOT permitted.
- **It is vital 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 your child (lunch, homework, etc.) you will be directed to deposit that item in a bin outside the main entry, which will be checked periodically. Entry to the school will not be permitted.
- If you will be picking your child up early, please notify the office in writing prior to dismissal. If it is an emergency, call the main office for notification.
- Former students will not be permitted to visit their teachers unless they have a pre-arranged appointment. This can be done via email directly with the teacher. All visitations MUST be after school hours.
- Main office secretaries will be required to call 911 and notify the school administrators if a visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Wanaque Police Department may be notified that an intruder is in the building.

While I know that this protocol is more stringent than in the past and may inconvenience our visitors, the safety of our students and staff must remain our priority. However, I remain confident that our visitors will recognize the need to be as cautious as possible.

If you should require clarification regarding these revised protocols, please contact either your building principal or myself at any time. We will be happy to answer your questions to ensure your full understanding of our procedures. With your continued cooperation, our schools will be more secure for students and staff.

Additionally, the district has taken several steps over the summer months to upgrade and implement improved security measures throughout our buildings. Several of these improvements are a result of our collaborative efforts with Dr. Thomas Gambino from the New Jersey Department of Education Division of Field Services and our local police department. To that end, we have invited Dr. Gambino to our Parent Academy scheduled for September 12, 2017 at 7 p.m. in the Haskell School Gymnasium. We hope that you can attend this most informative meeting. Please RSVP to either school secretary by Monday, September 11<sup>th</sup>. Thank you in advance for your continued support and cooperation.

Sincerely,

*Donna L. Cardello*  
Superintendent of Schools