



Cranford Public School District

Dr. Scott Rubin
Superintendent of Schools

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Dear Parents/Guardians, Students, Staff, and Community members,

The New Jersey Department of Education's Office of School Preparedness and Emergency Planning (OSPEP) routinely makes unannounced visits to school districts throughout the state to provide support in establishing and maintaining safe and secure school environments.

On February 6, 2017, the OSPEP visited Cranford Public Schools and provided extensive feedback that supports the best practices our school district currently has in place. Additionally, recommendations to enhance security protocols were provided. One such recommendation involves the institution of a new protocol for visitors to gain entry into the school buildings. Therefore, in consultation with the State Department of Education, the New Jersey State Police, the Cranford Police Department, and the Union County Prosecutor's Office, Cranford Public School District will be implementing a new **Entry Door Access Protocol** at all of our schools for the 2017-2018 school year.

Please note the following:

- 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.
- The visitor will be buzzed in and must present themselves to the school 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.**

We know that this protocol is more stringent than past practice and may inconvenience our visitors who are, as always, welcome in our schools. We are saddened by the need to employ this protocol, but the safety of our students and staff must remain our priority.

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.

The district has taken significant steps over the past few months to upgrade and implement improved security measures throughout all of our schools. Your suggestions are important and always appreciated. Please forward any items to my assistant, Mrs. Cammarata at cammarata@cranfordschools.org, and they will be directed to our Safety Committee.

Thank you for your partnership in promoting an even safer school environment.

Sincerely,

Dr. Scott Rubin
Superintendent of Schools