



# Cranford Public School District

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Dr. Scott Rubin  
Superintendent of Schools

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Dear Parents, Guardians, Students, Staff, and Community Members,

The District has implemented new school entry procedures for the start of the 2018-2019 school year. As you will see, some of these protocols are more stringent than our past practice. However, based on the recommendations we received from school safety professionals, these new protocols are necessary for the safety of our school community. Please note the following:

- **All visitors to our schools will need to have an appointment (advanced notice) to enter the building.**
- **No visitors will be granted building access (unless they have a scheduled appointment) between the following times at each school:**

| Schools            | Arrival Window                           | Open Campus                                | Dismissal Window                         |
|--------------------|--|--|--|
| Bloomington Avenue | 8:05 am - 8:35 am<br>11:45 am - 12:15 pm |  | 10:45 am - 11:15 am<br>2:25 pm - 3:05 pm |
| Brookside Place    | 8:20 am - 8:50 am<br>12:00 pm - 12:30 pm |  | 11:00 am - 11:30 am<br>2:40 pm - 3:10 pm |
| Livingston Avenue  | 8:10 am - 8:40 am                        |  | 2:30 pm - 3:00 pm                        |
| Hillside Avenue    | 7:50 am - 8:50 am<br>12:00 pm - 12:30 pm |  | 11:00 am - 11:30 am<br>2:35 pm - 3:10 pm |
| Lincoln Avenue     | 8:00 am - 8:45 am                        |  | 2:25 pm - 3:10 pm                        |
| Orange Avenue      | 7:50 am - 8:50 am                        |  | 2:40 pm - 3:10 pm                        |
| Walnut Avenue      | 8:20 am - 9:00 am<br>11:50 am - 1:00 pm  |  | 11:00 am - 11:30 am<br>2:40 pm - 3:15 pm |
| Cranford High      | 7:45 am - 8:15 am                        | 10:50 am - 11:20 am<br>11:45 am - 12:05 pm | 2:40 pm - 3:10 pm                        |

- If you will be picking your child up early, you must notify the office prior to dismissal. If it is an emergency, call the office to notify the school. Students will not be sent to the main office until a parent or guardian arrives.
- If a visitor must **drop off an item for a student** (lunch, homework, etc...), they will be directed to deposit that item in a bin inside the main entry vestibule. All items must be clearly labeled with the student's name and grade level and will be retrieved by office staff. Entry into the school building is not permitted.
- **It is imperative visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the intercom system.**
- Through the intercom, all visitors must state the purpose of their visit and / or specify with whom they have an appointment prior to entering the building.
  - If the appointment is verified, the visitor will be buzzed in to the security vestibule. Once the visitor is then buzzed through the second set of doors, he / she must report directly to the main office or designated sign-in area immediately.
  - All visitors will be required to show photo identification when signing into the building and will be required to wear a visitor's pass.
  - Front office personnel will 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, and the Cranford Police Department will be notified that an intruder is in the building.

I want to stress to all of our parents / guardians and community members that you are still most welcome in our schools. Our District believes a strong home / school connection is important. We understand that some of these procedures may seem like an inconvenience to our visitors, but we also hope you recognize and appreciate our need to be as vigilant as possible when allowing visitors into our buildings.

If you require clarifications regarding our revised school entry protocol, please contact your child's building principal. They 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 students and staff.

Sincerely,



Dr. Scott Rubin  
Superintendent of Schools