

PALISADES PARK BOARD OF EDUCATION

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Superintendent of Schools

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February 15, 2018

Dear Palisades Park Community,

In collaboration with the Palisades Park Police Department, I would like to take a moment to advise you that effective February 21st, 2018 *no visitors* are to enter any school building with students during arrival. **In addition, 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 an appointment.

All visitors will still be required to show photo identification to the security personnel at each respective building for entrance.

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 outside the main entry.

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, and the Palisades Park 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, welcome in our schools. I am saddened by the need to employ this protocol, but the safety and well-being of our students and staff is my priority. Unfortunately, these are the times we are living in and I am optimistic that you all recognize our need to be as vigilant as possible.

Thank you for your attention in this very important matter.

Respectfully,
Dr. Cirillo