



KEARNY SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT
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ENTRY DOOR ACCESS PROTOCOL

The following protocols are in place to ensure the safety and security of our students and staff, which continues to be a top priority in the Kearny School District.

- 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 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.
- 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 will be directed to deposit that item in a bin outside the main entry. Entry into the school is not permitted.
- If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency, call the office to notify the school.
- Front office secretaries will be required to call the police 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 Kearny Police Department may be notified that an intruder is in the building.

If you require clarification regarding the protocol, please contact the building principal, who will be happy to answer your questions to ensure your full understanding and adherence to our procedures.

Thank you for your anticipated cooperation.

Sincerely,

Flora Encarnacao, Superintendent of Schools