

WEST ESSEX REGIONAL SCHOOL DISTRICT

65 West Greenbrook Road
North Caldwell, NJ 07006



August 20, 2018

Dear Parents:

The West Essex Regional School District is committed to continual upgrades to the security measures at our Middle and High Schools. Some of these measures include improvements in our facilities, while others include changes in our policies and procedures. Visitors are always welcome at West Essex. Pursuant to Board Policy #9150 and in collaboration with the North Caldwell Police Department and the New Jersey Department of Education's *Office of School Preparedness and Emergency Planning*, the following changes to our Visitor Procedures will be implemented.

Visitor Procedures - Effective September 6, 2018

- **All visitors to our schools will need to have an appointment to enter the building.** Please call the appropriate office/department to request an appointment. Drop-in visits will be denied access to the building,

Middle School

- Middle School Main Office - (973) 228-1200, x.3303
- Middle School Attendance Office - (973) 228-1200, x.3332
- Middle School Guidance Office - (973) 228-1200, x.3311
- Middle School Special Services - (973) 228-1200, x.3321

High School

- High School Main Office - (973) 228-1200, x.1204
- High School Attendance Office - (973) 228-1200, x.1235
- High School Guidance Office - (973) 228-1200, x.1213
- High School Special Services - (973) 228-1200, x.1221
- High School Athletics – (973) 228-1200, x.1262

- Park only in the assigned visitor parking spots - please do not leave your car at the curb in front of the Middle School or in the circle at the High School.
- When ringing the bell at the Main Entrance, please state the purpose of your visit and/or specify with whom you have an appointment.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the Middle School Main Office and High School Attendance Office immediately upon entry.
 - **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.**
- **Visitors will be required to present photo identification at the Middle School Main Office and High School Attendance Office** and sign in to obtain a visitor's pass. The photo identification will be exchanged for the visitor pass, and will be returned to the visitor at the conclusion of his/her visit.

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- The lanyard with the visitor's pass must be worn by the visitor throughout the visit.
 - Visitors will not be given access to the school to drop off items. All items for drop off must be placed in the appropriate container, located outside of the Main Entrance of the school.
 - Items must be labeled with the child's first and last name, and must be placed into the appropriate containers labeled *Lunch* and *Other*.
 - Chromebooks may not be dropped off. A limited number of loaner Chromebooks are available in the library on a first come, first served basis.
 - Medication may not be dropped off. All medication should be in the nurse's office along with the appropriate documentation.
 - Lunches, School Supplies, Sports Equipment - placed in the plastic bin that coincides with your child's grade level.
 - Containers are under 24-hour recorded video surveillance.
 - Containers will be emptied daily before lunch and before the conclusion of the school day.
 - 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 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 North Caldwell Police Department may be notified that an intruder is in the building.

We appreciate your adherence to these new procedures. While this may be a slight inconvenience to visitors, we are confident that the West Essex Community values the safety and security of our students and staff and will help us by adjusting to these procedural changes accordingly.

Sincerely yours,

Mr. Caesar Diliberto
WEHS Principal

Mr. Vee Popat
WEMS Principal