

Little Ferry School District

130 Liberty Street
Little Ferry, NJ 07643
Phone: 201-641-6186

November 29, 2018

Dear Parents/Guardians,

The Little Ferry School District continues to work diligently and thoroughly to update and improve safety procedures and protocols. The following will outline the updates and inform you of the policies and procedures of both Memorial and Washington School effective immediately.

All visitors entering the building must enter through the security catch of Memorial Middle School. We understand that being a small district that we may recognize and know many parents who are part of the Little Ferry school community. However, we must be vigilant, and consistently enforce all security protocols to ensure the safety of our students.

Visitors coming into the school must have a previously scheduled appointment with the person they are meeting. School personnel and teaching staff will be called down to the security catch to meet with anyone that has an appointment. Please understand that we welcome conferences/meetings and open communication, we simply require a pre-arranged appointment so we are always aware of who is in the building. If you need to schedule a conference or make an appointment, please contact the main office for assistance. Teachers are required to notify the main office and principal of all conferences scheduled for each day.

Please be reminded that Memorial Middle School and the Washington School Annex both have video surveillance cameras located inside and outside of each school. Visitors are required to identify themselves by name. The office will allow visitors to enter the first set of entrance doors into the security catch, but the secondary entrance will remain locked. Should a visitor have a pre-arranged appointment, they would provide identification before the person they are meeting with is called down to the security catch.

Dropping off forgotten items for students:

We recognize there are times a parent/guardian will need to drop off forgotten items to students such as lunch, gym clothes etc. In this situation, parents would identify themselves and what they are dropping off. They will be granted access through the first set of doors. There will be a cart, on which the parent will place the item for their child. The parent will then exit the building. The school secretary will then ensure the item is provided to the child. The parent/visitor will not be granted access to through the second set of doors or to the building.

Parents/Guardians with a scheduled appointment/conference:

The following reviews the process and protocol for parents/visitors who have a pre-scheduled appointment. As stated, visitors will ring the bell and identify themselves and their purpose. The main office will confirm that this individual does have an appointment to enter the school. They will be granted access through the first set of doors, confirm the appointment, verify identification, sign in, and be given a visitor's pass. At this point the person they are meeting with will be called down to the security catch.

Picking up a child early from school:

All parents/guardians who have to pick up a child early from school will identify themselves and this reason when buzzing the doorbell. The main office will grant access through the first set of doors. The parent/guardian will then be required to show identification (Driver's license) to the secretary through the glass vestibule. Once identification is confirmed, the parent will sign the child out in the sign out book. The parent/guardian will remain in the vestibule while the child is called down for dismissal.

PTO event / class function:

Any parent volunteer who will be attending an event (class party, book fair, holiday shop) will have notified the main office prior to the event. Only the parents/visitors listed to attend will be permitted to enter the building. All visitors will be required to wear a visitor's badge, be walked to their assigned location, and be required to remain in the designated location only.

We appreciate your understanding and cooperation in the above procedures to ensure the safety of all.

Sincerely,

Mr. Robert Porfido
Principal
Memorial Middle School