

GARFIELD PUBLIC SCHOOLS

34 OUTWATER LANE, GARFIELD, NEW JERSEY 07026-2693

NICHOLAS L. PERRAPATO
SUPERINTENDENT

973-340-5000 ext. 2300
FAX 973-340-4620

January 15, 2013

Dear Parent(s)/Guardian(s),

Attached is a memo sent to all school personnel regarding school security and safety procedures. Please understand that due to the climate and changing times that we are facing in our country we had to make changes to visitors coming into our schools.

The following are mandatory Safety Procedures that is effective immediately:

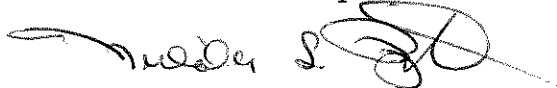
- All visitors must have an appointment to visit our schools.
- No one will be buzzed in if your name is NOT on the appointment list for that day.
- Please send your child to school prepared. To limit visitors into schools please make sure to send your child to school in the morning with their lunches, homework, projects, money and instruments.
- If you need to pick up your child early, contact the secretary of the school beforehand so the child will be prepared when you arrive.
- If your child is going home sick, the Nurse will contact the secretary to let them know a parent or guardian will be coming to pick up their child. When you come to pick up your child please Sign in and Sign Out at the Main Office.

This is a serious matter and there will be NO Exceptions.

Please note that these Safety Procedures are in order to create a safer school environment for our students, your children, and our staff. We thank you for your ongoing cooperation

Sincerely,

Nicholas L. Perrapato



Superintendent of Schools

Dr. Edward Izbicki



School Business Administrator



"Safety First" is "Safety Always." ~Charles M. Hayes

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To: Principals 
From: Mr. Perrapato and Dr. Izbicki 
Re: Safety Procedures

January 8, 2013

Due to the incident in Newtown CT. and with the safety of our students and staff in mind, we need to implement the following procedures

IMMEDIATELY:

- All service companies, (ex: Fed Ex, UPS, PSE&G.) **Must show id**
- **No one will be permitted into the building without an appointment**
- All scheduled appointments must be **submitted on a daily basis to the secretary** (ex: if principal, teachers, nurses or guidance who have a scheduled meeting with a parent or guardian, a list must be submit to the secretary stating dates, name, time and where meeting is to be held.)
- Nurses will notify main office of students who will be sent home so the secretary is aware that a parent or guardian is picking up a child.
- Please make sure each person permitted into the building **signs in and signs out**
- All large deliveries are to be pre scheduled so custodial supervision will be available. (ex: 50 cases of copy paper from office depot.)
- Please disseminate **safety procedures** to all personnel in your building

A SCHEDULED WORKSHOP IS BEING ARRANGED BY MR. DAVE KOPTYRA TO REVIEW ALL PROCEDURES. A TENTATIVE DATE IS **JANUARY 21, 2013** PLACE AND TIME TBD.

Thank You