



Spotswood Public Schools

ADMINISTRATIVE OFFICES • 105 SUMMERHILL ROAD • SPOTSWOOD, NEW JERSEY 08884 • (732) 723-2200 • FAX: (732) 251-7666

GRAHAM PEABODY, SUPERINTENDENT
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Dear Parents,

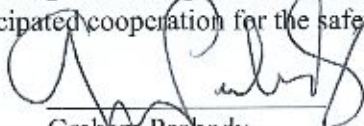
During the past several months, the Spotswood School District has continued to work to best ensure the safety of your children when they are under our care. Specifically, many improvements were made to “harden” access to our buildings to discourage potential threats. In this effort, the entrance to each building is now equipped with a secure vestibule that all visitors must utilize in order to gain entrance to our buildings. This project guards against direct entry into our schools by unknown visitors or potential threats; it also allows our staff to screen and verify all visitors before they gain entry into our schools.

As we prepare for utilization of our vestibules during this school year, the review and implementation of our visitor policy below will best inform and prepare you for what to expect as you visit our schools. As you review what follows, please understand that the majority of this policy was in place during the 2018-2019 school year in anticipation of our vestibule construction.


VISITOR POLICY

- During school hours, visitor access to each building will only be available through the Main Entrance Vestibule.
- Visitors will be asked to state the purpose of their visit and identify the person they desire to see before entering the Main Entrance Vestibule. Once inside the vestibule, visitors will need to sign in, scan photo identification, and obtain a visitor's pass. Identification will be scanned using LobbyGuard, our school security management system, that connects to Genesis and National/State indexes for background checks. If photo identification is not available, visitors will be directed to a school administrator and/or the School Resource Officer.
- All visitors must call ahead to make an appointment to gain entry to each School/Central Office. In the event of an emergency, please call the Main Office, prior to your arrival, to notify the school of your need for an appointment. All efforts will be made to meet with parents/guardians as soon as possible.
- In the event that there is a need to pick your child up early, notification to the Main Office/Attendance Office must be provided in writing/email before student dismissal. Photo identification will be utilized to verify information (guardianship/emergency contacts) connected to our student database.
- We ask that parents refrain from dropping off items such as lunches, homework, and/or athletic equipment during school hours. In the event of an emergency, each vestibule area will be equipped with drop-off bins. Students will not have the ability to directly receive items that are left for them.
- Visitors will be directed not to hold the door open for others behind them. Each visitor will be screened individually through the buzzer system before entering the vestibule area.
- Visitors will be guided to wait in the Vestibule, Security Office, or Main Office (once cleared) and, if necessary, will be escorted to their destination.

While the Spotswood School District continues to attempt to maintain our small community atmosphere, we must be aware and prepare for the far too frequently observed tragedies in schools and other public venues across our nation. Knowing that changes in our facilities and procedures may cause inconvenience, we appreciate your understanding and anticipated cooperation for the safety and security of all of our students and staff.


Graham Peabody
Superintendent


Michael Mastroserio
School Safety Specialist


Sergeant Ed Shapley
School Resource Officer