

GARFIELD PUBLIC SCHOOLS

ANNA SCIACCA
SUPERINTENDENT OF SCHOOLS

34 OUTWATER LANE, GARFIELD, NEW JERSEY 07026

973-340-5000
FAX 973-340-4620

October 8, 2019

Dear Parent/Guardian:

Attached is a letter sent to all parents/guardians regarding the Raptor Visitor Management System in all of our schools to strengthen our safety for students and faculty.

The following are mandatory Safety Procedures that are in effect:

- Please follow the Raptor Visitor Management Procedure.
- All visitors must have an appointment to visit our schools.
- No one will be allowed to enter the building without providing a form of identification.
- 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 they 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.

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,



Anna Sciacca
Superintendent of Schools

WE ARE AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYEE
We Do Not discriminate as to Age, Race, Creed, National Origin, Gender, Sexual Orientation,
or Disability

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October 1, 2019

Dear Parent/Guardian:

Garfield Public Schools is pleased to announce that we will begin using the Raptor Visitor Management System in all of our schools to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe, is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian, for any reason, does not have a US Government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Upon exiting the building, the visitor must report back to the designated area to return their badge.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our children. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

Sincerely,



Anna Sciacca
Superintendent of Schools

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