



## HILLSIDE PUBLIC SCHOOLS

*"Building Bridges to Family-School Partnerships"*

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Acting Superintendent of Schools*

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Dear Parents/Guardians,

Our district's highest priority continues to be keeping our children safe. In light of recent events at schools and public venues across our country, increased security measures have been put in place for the Hillside Public Schools. Parents/guardians can assist us by adhering to our safety procedures. Below are new or improved initiatives that will take effect in all Hillside schools.

Visitors:

- **Door Access** - All visitors must utilize the main entrance doors only. All other exterior doors will be locked and access will not be permitted during the school day.
- **Purpose of Visit** - Once a visitor rings the bell at the main entrance, the visitor will be greeted and asked questions to ascertain the reason for the visit.
  - "How can I help you?"
  - "What is your name?"
  - "Do you have an appointment?"
  - "What is your child's name?"
- **Schedule Visits** - We encourage parents to schedule appointments in advance whenever possible.
- **Identification** - All adults that have scheduled meetings, attend special events, or need to pick up a sick child, etc. must provide a state issued I.D. before gaining access to the school building.
- **Procedures** - All visitors must adhere to sign in/out procedures and wear name tag. Name tags must be returned to the office when departing.

We strongly discourage parents/guardians visiting the school for less urgent issues such as dropping off cell phones, money, homework, clothing, books, lunch, etc.  
Remember, it is never acceptable to hold a door open for others to enter.
- **Lunch Drop Off** - A clear plastic tub will be located at the front of each school entrance labeled "Student Drop Off." This tub will allow you to drop off lunch and other items that your child may have left at home without you needing to enter the building. Please make sure that your child's name is clearly marked on the lunch or other item. Parents should ring the buzzer and let the office staff member responding know that a lunch/item was placed in the tub. Prior to the beginning of student lunches the tub will be checked by school personnel and distributed. This will ensure a more efficient procedure is followed and save time for all concerned.

Safeguarding our children can only be accomplished with a partnership between our families, schools, and community. We thank you in advance for supporting our increased safety procedures.

