



*Office of the Superintendent*  
*Keyport Public Schools*

---

August 6, 2018

Dear KPSD Families,

As we begin the new school year, I would like to take a moment to review our new **Entry Door Access Protocol** for both Keyport Central School and Keyport High School. This protocol was developed in collaboration with the Keyport Police Department and our District Security Director. Please note the following:

- No visitors are permitted to enter the building with students during arrival. **All visitors to our schools will need to have a confirmed appointment to enter the building.** (If you require assistance, an appointment must be made after the start of the school day.)
- At the buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have the appointment.
- All visitors should possess photo identification prior to being buzzed into the building.
- When the appointment has been verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.
- **Visitors will be required to identify themselves again**, and sign in to obtain a visitor's pass.
- **It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.**
- If you must drop off an item for a student (lunch, homework, etc.) you will be directed to place that item in the vestibule area. Entry into the school is not permitted.
- If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency, call the office to notify the school before you arrive.
- Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Keyport Police Department may be notified that an intruder is in the building.

We know that this protocol is more stringent than past practice and may inconvenience our visitors who are, as always, welcome in our schools. We are saddened by the need to employ this protocol, but the safety of our students and staff must remain our priority. I am optimistic that our visitors will ultimately recognize our need to be as vigilant as possible.

If you should require clarification regarding the protocol, please contact your building principal. He will be happy to answer your questions to ensure your full understanding and adherence to our procedures. With your cooperation, our schools will be more secure for students and staff.

The district has taken significant steps over the past few months to upgrade and implement improved security measures throughout all of our schools. Your suggestions are important and always appreciated.

Sincerely,

Lisa M. Savoia, Ed.D.  
Superintendent