

David E. Owens Middle School  
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[www.newmilfordschools.org](http://www.newmilfordschools.org)

James DeLalla  
Principal

Timothy S. Coughlin  
Vice Principal



Dear Parent or Guardian,

As you may or may not be aware, our Superintendent has enacted a district-wide practice where all visitors must present an official photo ID, which will be scanned in the main office.

In the interest of maximizing efficiency and promoting ease of access, while maintaining the safety of our students and staff, DEOMS will be implementing a new drop off procedure, effective immediately. If your child forgot something at home (e.g. lunch, book, instrument, gym clothes...), please leave the item in the clearly marked bins located in the front foyer. Additionally, announce yourself via the intercom to inform the front office staff of your delivery. It is also essential that all items are labeled so they can be properly disseminated.

Remember, if you need to come into the building for any reason, someone in the office will ask for an ID. As always, it is our intent to continuously increase the safety and well-being of our community. Please feel free to contact us if you have any questions regarding this matter.

Respectfully,

  
James DeLalla  
Principal

*"Committed to Excellence"*

*Mr. James R. DeLalla*  
*Principal*



*Mr. Timothy S. Coughlin*  
*Vice Principal*

## **New Safety Procedures for School Visitors**

Because the safety of students and staff remains a security concern, the District has invested in an automated visitor check in system, which will be implemented on Tuesday, Jan. 19, in each of the school buildings. The system is built on the idea that every school should be a safe place to learn, play, and work. Making any school safe requires a network of systems and procedures, but every school security program starts with knowing who is on campus. With our system, school staff is empowered to check-in, track, and report all campus visitors at any time, so we can protect what matters by knowing who's in each building at all times and account for all visitors in case of an emergency.

Therefore, the following protocols for entrance into all school buildings will go into effect on Tuesday, January 19, 2016:

All visitors must present an official photo ID:

- Driver's license or other state identity card issued by Department of Motor Vehicles (or equivalent)
- U.S. or foreign passport
- U.S. passport card
- Alien registration card with photo (form I-151 or I-551)
- U.S. citizen ID card (form I-197)
- Resident citizen card (form I-179)
- U.S. military ID
- Permanent resident card
- Border crossing card
- Federally recognized, tribal-issued photo ID

Visitor IDs will pass through a scanner in the main office or security office of each building. The scanner then automatically conducts background checks. Visitors will be issued a personalized ID sticker, which must be worn at all times while in the building. Visitors must check out upon leaving the building.

This protocol pertains to all visitors. Special convenience accommodations will also be in place for those dropping off items such as lunch, books, gym clothes, money, etc. Parents will receive those guidelines directly from school principals.

Individuals who choose not to comply with these simple, but important, protocols will not be given access to the school building.

We hope that parents see this as another step in providing a safer environment for their children.

Thank you for your anticipated cooperation.