



IRVINGTON PUBLIC SCHOOLS

Thurgood Marshall School

Ms. Wanda Warren, Principal

141-181 Montgomery Avenue
Irvington, New Jersey 07111
Phone: (973) 399-6800 ext 2202
Fax: (973) 416-3807

Visitors' Procedures

1. Visitors are not allowed entrance at any exit except for the **Main Entrance**. This includes all District employees (Maintenance, Supervisors, Directors, Technology Coaches, Consultants, etc...)
2. Visitors will gain admittance in the school within 30 seconds of ringing the school bell.
3. Security guards will greet guests as follows:
 - a. Good morning/afternoon.
 - b. Welcome to Thurgood Marshall
 - c. May I see a picture ID?
 - d. How may I assist you?
4. Visitors will record their name, time and destination in the sign in book located at the security desk in the front lobby. Security Guard will verify the handwriting is correct and legible.
5. Security Guard will issue a visitor pass with visitor's name, destination, and date. The security guard will communicate the following:
 - a. Please keep your pass displayed throughout your visit.
 - b. When you leave, please return to the security desk and return your pass to me and sign out.
 - c. Please report to the Main Office.
 - d. Enjoy your visit.
6. Security will inform office staff **via walkie talkie** that a visitor is on her/his way to the main office.
7. Office staff will respond within one minute.



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8. Security will observe as the visitor enters the office.
9. Office staff will greet the visitor upon arrival.
 - a. Good morning/afternoon. How may I help you?
10. If the visitor requests to interact with staff or students, office staff will confirm the visitor's identity. *If the visitor is not documented the visit or removal of student will not be allowed.

A. Types of Visits

- a. Meeting with teacher – The teacher will confirm the appointment and teacher will meet the visitor in the conference room.
 - b. Visit the class – The teacher will confirm the appointment and office staff will wait for a security guard to escort the visitor to the requested class. The teacher will call for security to escort the visitor back to the main office or security desk at the conclusion of the class visit.
 - c. Meet with a student – Office staff will ask about the nature of the visit and call the teacher to send the student to the office with a pass.
 - d. Outside agency request to visit or sign out student - ID must be produced and copied. Contact administrator or Guidance Counselor for permission to proceed.
 - e. Sign a student out – The office staff will inform the teacher and request that the student be released to the office for dismissal. The visitor must sign the student out in the Student Sign Out book, which is located in the Main Office.
11. If visitors are ever unaccompanied in the halls, a security guard must ask the following:
- a. Good morning/afternoon. How may I help you?
 - b. Please wait while I confirm with the office.
 - c. ***Security will inquire via walkie talkie and make sure that the visitor remains with her/him.***
 - d. If the visit is confirmed, the security guard will escort the visitor to her/his destination.
 - e. If the visit is not confirmed, the security guard will escort the visitor from the building.



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12. When the visitor leaves, he/she must report to the security desk to sign out and return visitor's pass.
13. Should there be a fire or any other emergency or drill, the point of contact will accompany the visitor in executing the requirements of the school's protocol.
14. Parent/Guardians who desire to observe a class must speak with the Principal to arrange an appointment 24 hours prior to the visit.
15. There will be no visitor-teacher conference during instructional time. A copy of a teacher's schedule is available upon request from the Main Office.
16. At dismissal time, all students who are not picked up in a timely manner will be escorted to the waiting area (**front lobby benches**) by their teachers or security on duty. Parents and guardians who arrive late must report to the Security officer in the main lobby to pick up and sign- out Pre-K students only.

**PRE-K- ALL PRE-K CLASSES ARE LOCATED IN THE EAST WING
(101, 102, 103, 104, 105, 107, 109, 110)**

17. Upon **arrival** in the morning, parents and guardians of Pre-K students will enter the building on Clinton Avenue; proceed to the respective classroom where they are required to sign the teacher's log in the classroom. They must exit the Clinton Avenue door where there is a Security checkpoint.
18. Upon **dismissal**, parents and guardians of Pre-K students will enter on Clinton Avenue, where there is a Security checkpoint. The parents or guardians will proceed to the respective classroom to retrieve their children. They are also required to sign the teacher's log in the classroom. They must then exit through the Clinton Avenue door.



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19. If a Pre-K parent or guardian wishes to conduct business with the Main Office, they must exit the Clinton Avenue door, and walk around to gain access to the Main Building, by following protocols 1-16.