

IRVINGTON PUBLIC SCHOOLS

Grove Street School

602 Grove Street, Irvington, NJ 07111

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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. Security guards will greet guests with a smile and state the following:
 - a. Good morning/afternoon.
 - b. Welcome to Grove Street School: The Home of the Champions for Children.
 - c. How may I assist you?
3. 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.
4. Security Guard will issue a visitor pass with visitor's name, destination, and date. The Security Guard will communicate the following:
 - a. Please display your pass for the entirety of your visit.
 - b. When you leave, please return to the security desk and return your pass to Security and sign out.
 - c. Please report to the Main Office.
 - d. Enjoy your visit.
5. Security will inform office staff **via** walkie talkie that a visitor is on her/his way to the main office.
6. Office staff will respond within one minute.

7. Security will observe as the visitor enters the office.
8. Office staff will greet the visitor with a smile as they enter the main office.
“Good morning/afternoon. How may I help you?”
9. If the visitor requests to interact with staff or students, office staff will confirm the visitor’s identity. Office staff may request photo identification which may be copied. *If the visitor is not documented (via Power School or the Student Emergency Form) the visit or removal of student will not be allowed.

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 or the teacher to escort the visitor to the requested class/conference room. At the conclusion of the visit, if able to, the teacher will escort the visitor back to the security desk or call for security to do so. At the security desk they will return their visitor’s pass, and sign out.
 - 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 is released to the office for dismissal. The visitor must sign the student out in the Student Sign Out Log, which is located in the Main Office. They will also sign out at the security desk in the main lobby.
10. If visitors are ever unaccompanied in the halls, a Security Guard must ask the following:
- f. Good morning/afternoon. How may I help you?
 - g. Please wait while I confirm with the office.
 - h. Security will inquire via walkie talkie and make sure that the visitor remains with her/him.
 - i. If the visit is confirmed, the security guard will escort the visitor to her/his destination.
 - j. If the visit is not confirmed, the Security Guard will escort the visitor out of the building.

11. When the visitor leaves, he/she must report to the security desk to sign out and return the visitor's pass.

12. 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.

13. Parents/Guardians who desire to observe a class must speak with the Principal to arrange an appointment **24** hours prior to the visit.

14. 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.

15. At dismissal time, all students who are not picked up in a timely manner will be escorted to the waiting area (**auditorium**) 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 their child/children. The Security Guard will use the walkie talkie to contact school personnel stationed in the auditorium and request that they send the student to the main lobby.

16. Upon arrival in the morning, parents and guardians of pre-k students will sign in at the desk in the main lobby before proceeding to the respective classroom where they are required to sign in the teacher's log in the classroom. They must return to the front desk, sign out, and exit through the main door.

17. Upon dismissal, parents and guardians of pre-k students will sign in at the desk in the main lobby and 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 return to the front lobby, sign out, and exit through the main door.