



IRVINGTON PUBLIC SCHOOLS

Mount Vernon Avenue School

Nicole Gilmore, Interim Principal

Mt. Vernon Avenue School
54 Mt. Vernon Avenue
Irvington, NJ 07111
Phone (973) 399-6875
Fax (973) 371-6875

Visitors' Procedures SY 2016-2017

Revised September 2016

1. Visitors are not allowed entrance at any exit except for the *Main Entrance* located on Mt. Vernon Avenue from the hours of 8:25am – 2:45pm. This includes all District employees (Maintenance, Supervisors, Directors, Technology Coaches, Consultants, etc....)
2. Visitors will gain admittance in the school within 30 seconds of arrival to door and/or ringing the school bell.
3. Security guards will greet guests as follows:
 - a. Good morning/afternoon.
 - b. Welcome to Mt. Vernon Avenue Elementary School
 - 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 will confirm with the ID provided.
5. Security Guard will issue a visitor pass with visitor's name, destination, and date when the visit does not require the visitor to report to the main office. All other visitors will report to the main office for a visitor pass. 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 radio that a visitor is on her /his way to the main office.
7. Office staff will respond.
8. Security will observe as the visitor enters the office.
9. Office staff will greet the visitor within 30 seconds of arrival.
 - a. Good morning/afternoon. How may I help you?

Where Scholars Learn to SOAR!
Success, Ownership, Attitude, Respect

10. If the visitor requests to interact with staff or students, office staff will confirm the visitor's identity in Power School. ***If the visitor is not documented in Power School, 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 main office.
- b. ***Visit the class*** – The teacher will confirm the appointment and office staff will wait for a security guard or paraprofessional 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. ***Parent/Guardians who desire to observe a class must speak with the Principal to arrange an appointment 24 hours prior to the 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 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.

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 radio 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.

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. 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 by 3:15 pm will be escorted to the gymnasium. Parents and guardians who arrive after this time must enter through the main entrance and report to the security desk. Security will have the student brought to the main entrance. Parents and guardians will not be allowed to proceed to the gymnasium.

MTV Arrival and Dismissal Procedures 2016-2017

Scholar Arrival Procedures

For the safety of all of our scholars, parents are not permitted to remain in the cafetorium during drop-off.

- Pre-kindergarten, Kindergarten and Grade 1 scholars must be dropped off at the Cafetorium door to meet with Wrap Around facilitators or teacher.
- Scholars in grades 2 – 3 must line up at their assigned areas outside of door #2 (near cafetorium) and wait to be escorted in the building.
- Scholars in grades 4 – 5, must line up at their assigned area inside the gate by the playground area and wait to be escorted into the building.

Inclement Weather Arrival Procedure

- *Pre-kindergarten, Kindergarten and Grade 1* scholars must be dropped off at the Cafetorium door to meet with Wrap Around facilitators or teacher.
- *Scholars in grades 2 – 3* are to enter through the door #2 and go to the gymnasium where they will wait for their teacher to escort them to the classroom.
- *Scholars in grades 4 – 5*, are to enter through the door #2 and go to the gymnasium where they will wait for their teacher to escort them to the classroom.

Scholar Dismissal Procedures

- *Pre-kindergarten, Kindergarten and Grade 1* scholars are dismissed from the Cafetorium upon your arrival.
- Scholars in *grades 2 – 3* who walk home will exit through Door # 2, the Mt. Vernon Avenue gate (by the Cafetorium). Non-walkers will remain in the K-2 pickup area to wait for you.
- Scholars in *grades 4 – 5*, will dismiss through Exit # 2 and use the gate on Campfield Street. You may meet your child at the gate if they are waiting to be escorted home.