



## CHANCELLOR AVENUE ELEMENTARY SCHOOL

*Dr. Winston D. Jackson*  
*Principal*

844 Chancellor Avenue  
Irvington, New Jersey 07111  
(973) 399-6858

### **Chancellor Avenue School Visitors' Procedures** Revised 10-5-2016

1. Visitors are only allowed to enter or exit the building through the Main Entrance. This includes all District employees (Maintenance, Supervisors, Directors, Technology Coaches, Consultants, etc...)
2. Visitors will be allowed to enter the school within 30 seconds of ringing the school bell.
3. Security Officers will greet guests by communicating the following:
  - a. Good morning/afternoon.
  - b. Welcome to Chancellor Avenue School
  - c. May I see a picture ID?
  - d. How may I assist you?
4. Visitors will record their name, time and final destination in the sign in book located at the security desk in the Main Entrance Lobby.
5. Security Officers will issue a Visitor's pass with visitor's name, destination, and date. The Security Officer will communicate the following:
  - a. Please keep your pass displayed throughout your visit.
  - b. You must report to the Main Office.
  - c. You will not be allowed to travel beyond the Security Desk and the Main Office without a Teacher/Employee escort.
  - d. When you leave, please return to the security desk and return your pass to me and sign out.
  - e. Please report to the Main Office.
  - f. Enjoy your visit.
6. Security Officers will inform a Secretary that a Visitor is on her/his way to the Main Office. A Secretary will be informed personally or via a portable radio.
7. A Secretary will respond personally or via a portable radio.
8. Security Officers will observe to ensure that Visitors enter the Main Office. Security will observe as the visitor enters the office. Visitors will not be allowed to go any further than the Security Desk and the Main Office without being escorted by a Teacher/Employee at all times and in all locations.

**IT'S POSSIBLE, IT'S POSSIBLE, IT'S POSSIBLE**



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9. Secretaries will greet the Visitors within 30 seconds of their arrival in the Main Office by communicating the following.
  - a. Good morning/afternoon.
  - b. How may I help you?
  
10. If the Visitor requests to interact with Staff or Scholars, a Secretary will confirm the Visitor's identity in Power School. If the Visitor is not documented in Power School, the visit with a Scholar or the removal of a Scholar will not be allowed.
  - A. Types of Visits
    - a. Meeting with Teacher – ID must be produced. The Teacher will confirm the appointment and Teacher will meet the Visitor in the Main Office Conference Room or available office.
    - b. Classroom visit – ID must be produced. The Teacher will confirm the appointment with a Secretary and wait for a Security Officer or Teacher/Employee to escort the Visitor to the requested classroom. The Teacher will call for Security Officer or Teacher/Employee to escort the Visitor back to the Main Office or security desk at the conclusion of the classroom visit.
    - c. Meeting with a Scholar – ID must be produced. A Secretary will ask about the nature of the visit and call the Teacher to send the Scholar to the Main Office with a pass.
    - d. Outside Agency Request to Visit or Sign Out a Scholar - ID must be produced and copied. The Principal must be contacted to grant permission for the visit or signing out the Scholar.
    - e. Signing a Scholar Out – ID must be produced. Secretaries will inform the Teacher and request that the Scholar be sent to the Main Office for dismissal. The Visitor must sign the Scholar out in the Scholar Sign Out Book.
  
11. If Visitors are ever determined to be unescorted in the school building, a Security Officer must approach them and communicate the following:
  - a. Good morning/afternoon.
  - b. How may I help you?
  - c. Our policy mandates that Visitors are always escorted by a Teacher/Employee.
  - d. I am required to escort all unescorted Visitors to the Main Office to meet with the Principal.
  - e. Please come with me to the Main Office
  - f. The Principal will decide if the Visitor will be allowed to report to his/her destination or if they will be escorted out of the school 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. If there is a fire/emergency drill or event, the Teacher/Employee escort will ensure that the Visitor follows all mandated emergency procedures.
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/Employee conferences during instructional time. A copy of a teacher's schedule is available upon request from the Main Office.
16. At dismissal time, all Scholars who are not picked up in a timely manner will be escorted to the Main Entrance Lobby by Security Officers. Parents/Guardians who arrive late must report to the Security Officer in the Main Entrance Lobby to retrieve their Scholars.