



IRVINGTON PUBLIC SCHOOLS

University Elementary School

Sandra Y. Boone-Gibbs, Principal
Yolanda Dentley, Vice Principal

1 University Place
Irvington, NJ 07111
(973) 399-6826
(973) 373-0734- FAX

Visitors' Procedures

1. Visitors are not allowed entrance at any exit except the University Elementary School Main Entrance Door.
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 University 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.
5. If the visitor requests to interact with staff or scholars, 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 scholar will not be allowed.
6. Security will inform office staff that a visitor is on her/his way to the main office or guidance office. Office staff will respond.
7. The 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.

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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?
- A. Types of Visits
 - b. Conference with Teacher –The teacher will confirm the appointment and teacher will meet the visitor in the conference room or available office. If the visit is made without an appointment, check availability of teacher.
 - c. 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. The appointment for classroom visit must be made 24 hours prior to visit.
 - d. Meet with a scholar – Office staff will ask about the nature of the visit and call the teacher to send the scholar to the office with a pass.
 - e. Meet with Administrator, Attendance Clerk, Guidance Counselor, CST or HSSC– Security will notify the main office and then ask the visitor to have a seat. The employee will report to the security desk to greet the visitor.
 - f. Outside agency request to visit or sign out scholar - ID must be produced and copied. Contact administrator for permission to proceed.
 - g. Early Dismissal – The office staff will inform the teacher and request that the scholar be released to the office for dismissal. The visitor must sign the scholar out in the Student Sign Out book.
10. 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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11. When the visitor leaves, he/she must report to the security desk to sign out and return visitor's pass.
12. Parents or designee must sign Kindergarten and first grade scholars out at dismissal daily. If the person is unfamiliar to the teacher, he/she will have to present photo identification to confirm that he or she is a parent or guardian.
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 conferences during instructional time. A copy of a teacher's schedule is available upon request from the Main Office.