

UAM School Visitor Procedures

Objective

The purpose of these procedures is to define and articulate a procedure for the admittance of visitors to the school and to ensure a safe and efficient environment.

As a district, we have an obligation to safeguard our children, and we take this responsibility seriously. Therefore, all visitors must comply with the following:

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 officers will greet guests as follows:
 - a. Good morning/afternoon/evening
 - b. Welcome to Union Avenue Middle School
 - c. How may I assist you?
 - d. May I please see your ID?
4. Security Officers must verify the photo identification unless it is a known District employee. All District employees must display their District identification upon entering the building.
5. Visitors will record their name, time and destination in the sign in book located at the security desk in the front lobby.
6. Any visitor must state the purpose of the visit and sign in at the security desk. He or she will be given a pass. The security officer must call the Main Office to announce that a visitor is heading to the Main office before he or she is allowed to go to a classroom or another office. The officer must confirm that the visitor(s) enters the Main Office. The visitor's pass is color coordinated according to the floor (3rd fl- Yellow; 2nd fl- Orange; 1st fl- Green).

7. The Office Staff will greet the visitor within 30 seconds of arrival.
 - a. Good morning/afternoon/evening. How may I help you?
8. If the visitor requests to interact with staff or scholars, the office personnel will confirm that the visitor's identity is in Power School. If the visitor is not documented in Power School, the visit or contact with a student will not be allowed.
9. Types of Visits:
 - a. Meeting with a teacher- The teacher will confirm the appointment and will meet the visitor in his or her classroom or an available office.
 - 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 security desk at the conclusion of the class visit.
 - c. Meet with a student- The 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 given to an office staff and copied.
 - 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 at the security desk.
10. The point of contact will be responsible for the visitor for the duration of the meeting. At the end of the visit, the point of contact will accompany or request for security to escort the visitor to the front desk. The visitor is required to return the pass, sign out at the front desk, and exit through the main entrance.
11. If a visitor is ever unaccompanied in the halls, a security guard must ask the following:
 - a. Good morning/afternoon/evening. 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 from the building.
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 conferences during instruction time. A copy of a teacher's schedule is available upon request from the Main Office.
15. A spreadsheet will be maintained daily to account for the number of visitors who entered the building from 7:30 am to 4:00 pm.
16. At dismissal time, all students must exit at the designated grade level exit doors. Students in the after school program must be walked to the exits by their teachers.