



IRVINGTON PUBLIC SCHOOLS

Irvington Blue Knights Academy

Hubert Ato-Bakari Chase
Principal

36 Mount Vernon Avenue, Irvington, NJ 07111
Phone: (973) 399-6871

Visitors' Procedures

1. Visitors are not allowed entrance at any door except for the **Main Entrance**.
 2. Visitors will gain admittance in the school within 30 seconds of ringing the doorbell.
 3. Security guards will greet guests as follows:
 - a. Good morning/good afternoon.
 - b. Welcome to Irvington Blue Knights Academy
 - c. Please place your belongings on the table for a security check.
 - d. Please walk through the metal detector.
 - e. May I see a picture ID?
 - f. How may I assist you?
 4. Visitors will record their name, time and destination in the sign in book located at the security desk.
 5. Security Guard will issue a visitor's 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 the secretary that a visitor is on her/his way to the office.
 7. The secretary will respond.
 8. Security will observe as the visitor enters the office.
 9. Secretary will greet the visitor within 30 seconds of arrival.
 - a. Good morning/good evening; how may I help you?
 10. If the visitor requests to interact with staff or students, the secretary 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 guidance counselor's conference room or available office.
 - b. Visit the class – The teacher will confirm the appointment and the secretary will wait for a security guard to escort the visitor to the requested class.
 - c. 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.
 - d. Meet with a student – the secretary will ask about the nature of the visit and call the teacher to send the student to the office with a pass.



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- e. Outside agency request to visit or sign out student - ID must be produced and copied. Contact administrator for permission to proceed.
 - f. Sign a student out – The secretary 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/good 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.
 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. 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 conference during instructional time. A copy of a teacher's schedule is available upon request from the Main Office.