

## Visitor Protocols

The Irvington Union Free School District values the role of parents and community in the education of its students. To support this partnership, parents and community members participate in meetings with school staff and attend events hosted by the Irvington schools. In the interest of school security, all visitors must adhere to the District guest procedures:

1. All visitors must have an appointment with school staff prior to arrival at a school facility. Those without an appointment will be asked to call the respective party to schedule an appointment.
2. Upon arrival, the security guard will utilize the visitor management system to confirm identification prior to granting entrance to the building. The security guard shall call the respective office/parties to confirm the appointment.
  - a. If there is a question related to the visit, the security guard will contact the school administration for guidance.
  - b. The visitor management system will check the National Register of Sex Offenders and if a positive match is made, appropriate steps will be taken to ensure the safety of all students.
3. All visitors must show a valid photo identification to be granted access to a school facility. Please note that Alumni are considered visitors and must adhere to the visitor protocols.
  - a. Acceptable IDs shall include but are not limited to: driver's license, military ID, other government issued ID, etc.
  - b. Other forms of ID and those in question must be cleared by the school principal.
4. School visitors will be issued a visitor pass that will include their name, photo, destination and date. Note: the badge contains security features that will make it evident if it has "expired".
5. All visitors must sign-out with the security guard, upon exit of the school building. Knowing the times visitors are in the building assists us with emergency situations and being able to account for all people in our school buildings.
6. Security guard shall report any questions or concerns to the school administration.
7. If any emergency situations arise, the security guard shall notify the school administration and/or the Irvington Police Department.

***Any questions related to the IUFSD Visitor Protocols should be directed to school administration.***