



## An Important Message from the Superintendent

### Welcome to the New School Year & Highlights on New Safety and Security Enhancements

*I encourage each community member to read this letter in its entirety and to do so carefully, as it contains information that is important for every student, staff member and school family.*

August 31, 2018

Dear Irvington school community members,

It is with great enthusiasm that I welcome you to the 2018-19 school year. I hope this has been a summer that has allowed each family to share in many positive experiences and that our students are rested and eager for a year filled with learning, exploration and joy.

As you can imagine, over the summer months, the staff too has rested and engaged in many rewarding personal and professional experiences. Throughout the past two months, we have been busy preparing our facilities, classrooms and curriculum to welcome our students on Tuesday, September 4th. We are excited and ready to provide an outstanding school year for every student, every day.

Another major focus over the summer months has been continuing to enhance the safety and security of each school. We are pleased to report that we have a number of important advancements to share that are in place for the first student day, along with others that will be rolled out in the coming months. Each of these steps have been guided by our work with our security consultant, Altaris, and the Irvington Police Department.

#### **New Security Enhancements Effective September 4, 2018**

1. District and building security plans have been updated, and the District will continue to facilitate regular emergency drills in partnership with the Irvington Police Department.
2. The District is introducing new sign in/visitor procedures utilizing a state of the art visitor management system. This system will require visitors to present identification and will issue a special visitor pass printed with their photo, destination and time noted. The visitor pass has a feature where it will expire after a given amount of time. [Specific visitor protocols are outlined below and posted on the District Website and can accessed by clicking here.](#)
3. In partnership with Altaris, we developed an overview of the District's emergency protocols to guide the school community on our practices and to provide tips on what to expect should an emergency arise. [The emergency protocol overview is posted on the District website and can be found by clicking here.](#)
4. All District staff members participated in comprehensive emergency

- training led by Altaris. Additional training will be provided throughout the school year.
5. The District installed emergency protocol flip charts, with easy to reference security procedures, in all instructional & meeting spaces to inform emergency responses.
  6. Each school safety team member will have a portable radio to support communications during an emergency.
  7. Each school has an updated emergency “Go Kit” to support our students’ and staff members’ needs should we ever need to evacuate a building.
  8. Exterior doors were numbered to aid the work of first responders during emergencies.
  9. Security guards received training on visitor protocols and emergency measures.
  10. Fencing has been improved around Dows Lane play spaces to better protect students.
  11. Rocks have been strategically placed on school campuses to prevent vehicles from entering areas where students are at play.
  12. Additional interior window shades were installed in some locations to better secure classrooms during emergency protocols.
  13. The Irvington Police Department will continue to be highly visible on our school campuses with regular formal and informal patrols and visits.
  14. The Greenburgh Tactical Team performed training on the MS/HS Campus to support their own training needs and, in turn, became more familiar with our facilities.

In the first months of the school year, the District will implement the following safety measures:

1. Installation of security bollards such as decorative concrete planters & barriers to further secure play spaces.
2. Installation of additional fencing on school grounds.
3. Installation of additional visible and hidden video cameras in entrance ways of schools.
4. Classroom windows will be numbered to aid the work of first responders.
5. Additional installation of interior window shades to further secure classrooms.
6. Extensive training sessions for each building-level safety team.
7. Facilitation of ongoing District-wide safety meetings.

The District is also committed to larger-scale facility improvements that will focus on school safety and security. In this process, the Board of Education and Administration are in the planning process with our security consultant and architect. While some of these enhancements are being designed and will require NY State Education Department and voter approval, we are eager to share that our plans will likely include the following:

1. Securing/enclosing the MS/HS Campus
2. Constructing new vestibules for controlled points of entry at each school
3. Installing more security bollards and safety barriers
4. Improving door hardware and installing smart key/swipe card systems at each school
5. Installing a new phone system and upgrading public address systems where necessary
6. Expanding the video camera system
7. Installing window safety measures (security film) in strategic locations
8. Improving exterior lighting

As you can see from our actions and plans, the District remains committed to providing for the safest possible learning spaces. We look forward to announcing public meetings in the near future where our important next steps will be discussed. We encourage our school community to attend these meetings.

Our partnership around the education of our students is more critical today than ever. To this end, we thank you for your continued support. Together, we will

have a wonderful school year that will prepare our students for incredible futures.

Yours, in the service of children,



Dr. Kris Harrison  
Superintendent of Schools

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## New 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:

- All visitors are encouraged to make appointments 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.
- Upon arrival, the security guard will utilize the visitor management system to confirm identification and appointment prior to granting entrance to the building.
  - The security guard shall call the respective office/parties to confirm the appointment.
    - If there is a question related to the visit, the security guard will contact the school administration for guidance.
    - 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.
- All visitors must show a valid photo identification to be granted access to a school facility.
  - Acceptable IDs shall include but are not limited to: drivers license, military ID, other government issued ID, etc.
  - Other forms of ID and those in question must be cleared by the school principal.
  - Alumni are considered visitors and must adhere to the visitor protocols.
- 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”.
- While in the school facility, guests must wear a school-issued visitor lanyard displaying the visitor badge at all times. The badge must be visible on the outermost garment being worn.
- All visitors must sign-out with the security guard, and the lanyard/badge must be returned to the school security guard upon exit of the school building.
- Parents/Guardians seeking to drop off an item for his/her child will be asked to report to the security guard who will follow local building protocols. Parents and students are strongly encouraged to plan accordingly to reduce interruptions to student learning and the school day.
- Security guard shall report any questions or concerns to the school administration.
- 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.*



6 Dows Lane  
40 North Broadway  
Irvington, NY 10533  
914-591-8500 | 914-591-3064

