

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 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.
2. Upon arrival, the security guard will utilize the visitor management system to confirm identification and appointment prior to granting entrance to the building.
 - a. The security guard shall call the respective office/parties to confirm the appointment.
 - i. If there is a question related to the visit, the security guard will contact the school administration for guidance.
 - ii. 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.
 - 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.
 - c. Alumni are considered visitors and must adhere to the visitor protocols.
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. 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.
6. 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.
7. 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.
8. Security guard shall report any questions or concerns to the school administration.
9. 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.