

Visiting the Milford Public Schools

The safety of our students and staff is of paramount importance in the Milford Public Schools. We thank you in advance for your cooperation with the following district visitation protocol (revised August 31, 2015):

- During school hours, all school doors will remain locked and all visitors must use the main entrance at each of the schools;
- Staff members will use their employee-assigned access keys to enter the buildings;
- Under no circumstances is a staff member allowed to open any door in the school building to let visitors in without following the appropriate protocol;
- Visitors will not be allowed into the building during school hours without a scheduled appointment;
- Staff members and administrators, including managers and directors, are required to utilize the digital calendar to schedule and record all visitor and vendor appointments;
- Facilities Manager and Food Services Director will provide a roster of authorized, scheduled vendors/employees to Building Administrators, Administrative Assistants, and Volunteers (when and where applicable) and will provide regular updates to Building Administrators, Administrative Assistants, and Volunteers as changes occur;
- Authorized vendors must have an employer-issued ID in order to access any Milford Public School building;
- Authorized vendors without an employer-issued ID or who are not listed on the visitor authorization list must present their driver's license or picture ID to verify their identity before they will be granted access to the building. Once verified, a numbered Visitor Pass will be issued. Visitor Passes must be returned upon exiting the building. Visitors who fail to return the Visitor Pass may be excluded from all Milford Public School buildings until such time as the Visitor Pass is returned;
- School Visitors must sign in at the front desk and present their driver's license or picture ID to verify their identity before they will be granted access to the building. Once verified, a numbered Visitor Pass will be issued. Visitor Passes must be returned upon exiting the building. Visitors who fail to return the Visitor Pass may be excluded from all Milford Public School buildings until such time as the Visitor Pass is returned;
- To the extent practically possible, all visitors (including vendors, parents, etc.) are to be personally escorted by security staff (where applicable), building administrator, staff member, or volunteer to/from their scheduled appointment;
- Building administrators and/or other support shall immediately be called to aid security staff, staff members, and/or volunteers who encounter any issues related to visitor access;

- Families are expected to call ahead or send a note if they need to have their child dismissed as cited in the district attendance policy and in handbooks;
- When arranging a dismissal, include the name of the person who will be dismissing the child so that identification can be verified;
- Please do not use email to communicate last-minute or emergency messages;
- If you have changed any of your contact information, please be sure to update that information and promptly return the updated emergency contact form issued at the start of the school year to the school office.

Please be advised that visitors who arrive without an appointment, proper identification, and/or prior notice will experience significant delays and may not gain access to the building.

Very truly yours,



Kevin R. McIntyre, Ed.D.
Superintendent of Schools