Subject: Campus Visitors and Guests
Effective Date: March 7, 2019
Approved By: Board of Directors
Policy: 3010.2

Purpose

The purpose of this policy is to ensure the safety of students, staff, and others on our campuses while minimizing disruption to instructional programs. Parents and guardians, as well as community members, are encouraged to participate in the educational programs and extracurricular activities of the school.

Visitor / Guest Definitions

A Visitor is defined as an individual who attends a student performance, special event, festival, open house, back to school event, sports event, athletic competition, and other school-sponsored events.

A Guest is defined as an individual who assists students, schools, and teachers on a non-regular basis or who individually observes a classroom or activity. A guest may also assist with educational programs or with special events on an occasional or infrequent basis. Guests may include volunteers (see the school's Volunteer Policy), vendors, contractors, parents or guardians who wish to schedule a classroom visit or conference with staff, and other individuals who have a specific purpose for requesting admittance to the school.

To ensure minimum interruption to the instructional program, visits during school hours may be arranged 24 hours prior to the requested visit. Parents or guardians, at the discretion of the campus administrator, may be limited to one class and visit for a reasonable length of time and may be accompanied by a staff or administrator. Campus visitors shall not interfere with or interrupt the teacher during instructional time and shall not be allowed to visit classrooms other than those of their children.

In order to limit interruptions to instructional time, parents and guardians who wish to drop off lunches, clothing, or other articles for their children may do so at the school office.

Sign In / Sign Out Procedures
All individuals shall register immediately upon entering any building or grounds when school is in session.

Beginning in 2018-19, the school began using an electronic visitor management system (EVMS). The EVMS enhances school security by reading visitor's drivers license or other approved government-issued identification and comparing the information against a sex offender database. The system alerts school administrators of a potential match. In addition, the EVMS allows school personnel to maintain a customized database of information to alert staff of individuals with restraining and custody orders, expelled students, and other persons who have restricted access. Once an individual is cleared for entrance onto campus, the EVMS will print out a visitor badge that includes a photo, the name of the visitor, date, time and destination of the visit.

Visitors without a government-issued ID or employee badge will be required to either return with a valid ID or provide a picture ID, their last name, first name, and date of birth for manual entry into our EVMS.

At the conclusion of the visitor's time on campus, the visitor badge shall be returned to the front desk staff and destroyed. At that time, staff will record in the EVMS that the person has left campus.

In the event that the visitor management system is nonfunctional, school staff will require a photo identification (driver license, school employee badge, last name, first name, and date of birth) and manually record these on a sign in / sign out sheet.

In the event that the EVMS or other systems identify an individual as a possible sex offender or having some other restriction for entering the campus, the campus administrator or designee shall immediately confirm that the information is correct. The administrator or designee must verify that the individual requesting access to visit the campus is the same person identified by the EVMS. In the event of a confirmed match, the administrator will determine if the individual will be admitted and under what circumstances.

Parents and legal guardians of an enrolled student who are matched may be admitted under limited circumstances. These may include escorting the parent or legal guardian during the visit, scheduling the visit during a time when school is not in session, scheduling the visit off campus, or other accommodations that ensure that the parent or legal guardian is able to be involved in their students' instructional program as permitted by law.

Law enforcement and other first responders shall bypass the check-in procedures when responding to an emergency. Police officers, firemen, and other uniformed or similar governmental employees may be manually entered into the system by presenting their badge or state-issued identification.

Visitors must display a visible means of identification at all times while on campus.

Safe and Secure Campus

All individuals are expected to participate and assist in maintaining a safe and secure school environment by behaving in an orderly manner, modeling civility at all times, and treating students, parents, community members and staff with dignity and respect. In the interest of presenting positive role models to students, the school encourages positive communication, discourages behavior that may appear rude, uncaring, unduly harsh or insensitive, discriminatory, or any type of hostile or aggressive actions. Individuals that may have concerns about the school, the program, the staff or other individuals may file a complaint through the school's Complaint Process.

Refusal for Admittance

A campus administrator or designee may refuse an individual's request for entrance if he/she reasonably concludes that the individual presents a risk to the school, students, staff, property, or would interfere with the instructional program.

In the event that an individual refuses to follow the school's admittance process, the campus administrator or designee will be contacted to make a determination to either admit the individual or to request that the person immediately leave the property.

Electronic Listening or Recording

Electronic listening or recording is prohibited at all times without written permission from the campus administration or designee.

Appeal Process

Individuals who have been directed to leave the campus may appeal the decision of the administrator or designee by submitting a formal complaint within five days of removal from campus.