

## Regulation Code: 5020 – R&P Visitors to the Schools

### A. General Parameters for Visitor Access to School Property

- 1) Single Entry Point. Each school shall have one designated “main administrative entrance” that shall serve as the entry point for school visitors. Absent specific authorization from the school principal or emergency circumstances, visitors are to use the main administrative entrance to access school premises.
- 2) School Signage. Clear visible signage (present inside and outside of school buildings) shall be posted on school property to direct visitors to the main administrative entrance and to the front office therein. Clear visible signage posted at the main administrative entrance and around school property (both interior and exterior) shall reiterate general parameters for visitor access to school property (e.g., requirement for visitors to wear school-issued identification at all times during visits).
- 3) Limitations to Access. Visitors should not be afforded access into a school building in the following circumstances:
  - a. While students are changing classes;
  - b. During a safety or emergency preparedness condition or drill (e.g., school lockdown, fire drill);
  - c. When the Principal determines that under the circumstances, affording the visitor access is reasonably likely to create an imminent threat to school occupants’ health or safety or present a disruption to the learning environment.
- 4) Maintaining Safe Campus. School staff and students are expected to support maintaining a safe and secure campus.
  - a) Specifically, staff are expected to monitor ingress and egress points for student arrival and dismissal, direct visitors and building occupants to comply with the Board’s policies and procedures governing visitor access to property, and report suspicious behavior of individuals on school property and/or absence of clear identification by a visitor consistent with Board Policy 5202(D).
  - b) The principal or designee may waive the sign in process when numerous visitors attending a school function need to access the school in a short period of time, such as an award ceremony. In such cases, the sign in process disrupts the school function.

### B. Procedure for Visit to School Property

- 1) Upon arrival, all visitors shall report to the front office in the main administrative entrance to meet the requirements of Board Policy 5200(B).

- 2) All individuals requesting access beyond the front office or a meeting with a school employee must display a government-issued photo ID, other acceptable identification, or school system-issued ID for inspection and to log into the Visitor Management System, accessible via computer located in the school's front office.
- 3) All visitors must log in through the school's Visitor Management System, by specifying their name, birth date, the reason for their visit, and their destination. The Visitor Management System will issue an identification badge to the visitor that the visitor must wear for the duration of the visit so that it is clearly visible to others. The Visitor Management System should be marked with clear, visible signage.
- 4) After the visitor has logged into the Visitor Management System but prior to being granted further access to the school building (beyond the front office), school administration and/or front office staff will make a good-faith effort to verify the visitor's identity and confirm the visitor's destination and purpose of visit with staff members. The visitor may then be granted access beyond the front office.
- 5) Visitors who arrive at the school building without identification described in Section II.B, but whose identities are otherwise ascertained by front office staff, may be granted access to the school building at administrator discretion and must be accompanied by a staff member for the duration of their visit.
- 6) Should a visitor's information as described in Section II.C. match with a name on any sex offender registry, the visitor shall be denied further entry to the school building and the visitor's presence shall be reported to WCPSS' Office of Security and/or law enforcement.
- 7) First responders (e.g., law enforcement, health care professionals attending to a medical emergency, etc.) are exempt from these procedures.
- 8) Upon receipt of access to school property through the process described above, the visitor will be accompanied by a staff member to the visitor's destination. The principal may direct that a staff member remains with the visitor for the duration of the visitor's visit to school property.
- 9) Visitors must return to the front office at the end of their visit to return their visitor badge for the purpose of signing out.
- 10) A visitor reporting to the front office to drop off or pick up an item may be asked to present an ID and/or otherwise confirm their identity but will not be required to log into the Visitor Management System to obtain a visitor's badge.

11) Students' parents/guardians who report to the front office simply to drop off or pick up a student will be asked to present an ID and/or otherwise confirm their identity, for purposes of protecting student safety, but will not be required to log into the Visitor Management System to obtain a visitor's badge.

Adopted: