

Community Relations

ADMINISTRATIVE REGULATIONS ON VISITS TO THE SCHOOLS

1250AR

Visitor Protocols

Definition:

For the purposes of this administrative regulation a **visitor** shall be defined as any person entering a school facility during normal school hours other than:

- A student who attends that facility
- A member of that school's staff and faculty (Wearing a Blue or Green ID Badge)*
- Central Office Employees with assigned duties at the school facility (Wearing a Red ID Badge)*
- Multi-site Employees with assigned duties at the school facility (Wearing a Red ID Badge)*
- Maintenance Department Employees (Wearing a Red ID Badge)*
- Uniformed Police or Fire Department personnel in performance of their assigned duties

***SEE POLICY #3517.1 & 3517.1AR FOR IDENTIFICATION BADGES POLICY AND REGULATIONS**

All visitors shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor name, Purpose of visit, Person visiting)
4. Be issued a Visitors ID Badge with date of visit
5. Visitors shall sign out at the end of their visit

Visitors entering the building at locations other than the designated visitors' entrance shall be:

1. Stopped by staff
2. Asked to identify themselves by name
3. Asked their purpose for being in the building
4. Directed by staff:
 - a. out of the building and to use the designated entrance
 - b. to the Main Office (if warranted by proximity to the Main Office)

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THE STAFF MEMBER SHALL CALL THE MAIN OFFICE WHEN THEY ARE UNABLE TO VISUALLY VERIFY THE VISTOR HAS EXITED THE BUILDING OR ENTERED THE MAIN OFFICE

Visitors who refuse to identify themselves shall be considered trespassers.

Staff shall:

1. Direct them to leave the building
2. Call the Main Office
3. The Principal or his/her designee upon evaluation of the situation may:
 - a. call the Police
 - b. call Central Office
4. Consider locking down building

Special Exceptions to the above:

Special Events (Plays, Concerts, Award Ceremonies, etc...)

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, APR, gym, media center etc...). Appropriate staff shall be assigned to direct visitor(s) to the event location.

Deliveries

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

Operations

Maintenance Department Employees (Wearing a Red ID Badge) shall notify the school administration of their presence within the school facility.

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Other Board of Education employees (Wearing a Red ID Badge) without assigned duties at the school facility shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

Board of Education members (Wearing a Red ID Badge) shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitors Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

8/28/2006

Revised 1/29/2007