

## Article \_\_ Community Relations

### Campus Visitors and Guests Policy

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, will be limited to one class per 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.

#### Campus Visitors and Guests Sign In / Sign Out Procedures

All individuals shall register immediately upon entering any building or grounds when school is in session. Beginning 2021-2022, the school is using an electronic visitor management system. The system enhances school security by taking an identification picture as well as a timestamp of when the visitor/guest enters campus. In addition, the system 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, they will be asked to wear a visitor sticker to let others on campus know they have been cleared. 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.

Campus Visitors and Guests: 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

*Board Approved: 9/28/21*

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.

#### **Campus Visitors and Guests COVID-19 and Contagious Disease Outbreaks**

In the event that the local health department declares a community outbreak of a contagious disease, such as the COVID-19 pandemic, school administrators have the discretion to limit the access of visitors and guests to any school campus or facility. In such cases, access to any school campus includes safety protocols such as:

- Provide all functions of the campus or facility through a virtual or curbside option.
- Limit visits to essential functions only.
- Require visitors to show proof of COVID vaccination or negative test results before entering campus
- Require visitors to complete a self-check prior to entering the building.
- Refuse access to any visitor with a fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat, chills or other symptoms related to the disease.
- All visitors must practice safety protocols per the local health order and school protocols.

In the event that a visitor refuses to comply with local health orders or school protocols, school administrators have the authority to remove or deny the individual's access to the building.

#### **Campus Visitors and Guests**

Due to the unpredictable nature of Covid and/or any other type of pandemic, the Board authorizes the school to restrict admittance to any facility and implement this policy on an as-needed basis.