

## **Procedure – Classroom and School Visitors**

### **VISITOR PROTOCOLS**

These Olympia School District visitor procedures govern access to school buildings and are intended to help the district better ensure a safe environment conducive to learning by monitoring the admission to and flow of visitors in all school buildings.

Our students and employees deserve a safe learning and work environment. We appreciate your understanding and support as we work to enhance the safety of our schools.

### **VISITORS TO SCHOOL BUILDINGS**

Visitors, including parents and guardians of enrolled students, do not have unrestricted access to school buildings.

All visitors are required to check in at the main office, state the purpose for their visit, and get approval from the school administrators or designated office staff before they may advance beyond the main office into another part of the school building, including classrooms, gymnasiums, and/or cafeterias. This check-in and approval requirement increases student and staff safety, enables administrators to be better prepared for emergency situations, and enhances our level of security.

#### **Visitors to school sites**

- Visitors will be required to present a current government-issued photo identification card to enter any area of a school building beyond the inner locked doors of the lobby and main office (“secured areas”).
- Should a visitor not have a government-issued photo identification card, other forms of photo identification may be accepted at the discretion of school administrators.
- School administrators have the authority to ask any visitor to explain his or her presence in the school building.
- In the event a visitor is causing a disturbance, under the influence of alcohol or drugs, or interfering with any task, function, process, or procedure of the district, a student, or an employee, the visitor will be asked to leave the building. If necessary, an administrator or 911 will be immediately called.

#### **Visitors to front office and lobby**

To register a child for school or to remove a child from school premises, you must identify yourself and submit one form of photo identification. (Government-issued identification is not required.)

#### **Visitor Sign-In Procedures**

- Upon arrival at the school, a visitor will press the access control video doorbell to alert the main office staff that they are at the front door. (All exterior doors are locked during school hours for the safety of students and staff.)
- All visitors will be required to state their purpose at the school prior to entry into the main office. (e.g. dropping off an item for a student or meeting with a teacher)

- Once a visitor is allowed access to the building, the visitor is required to enter the main office and present a current government-issued photo identification for review.
- Administrators or designated staff will verify appointments or other reasons for the visit.
- Visitors are required to wear a visitor's badge provided by the school, or district identification, at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in the area approved for their visit and may not access other parts of the building without additional approval.
- Visitors must at all times act in a manner appropriate to the safe and efficient functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior may be required to leave the premises.
- Upon conclusion of the visit, visitors must return to the main office and check out.
- The district reserves the right to deny an individual entry to any school building when there is reason to believe that such an individual's presence would be disruptive or otherwise detrimental to the operation of the school and the learning environment or to impose additional conditions for a visit, such as time, place, and manner restrictions.
- School office staff will endeavor to deliver any items that parents drop off for their student as soon as reasonably possible.
- Visitors attending special events will still be required to sign in at the main office.

#### **Procedures for Classroom Visits and Teacher Visits**

- Partnerships with parents/guardians are valued, and communication between parents/guardians and teachers is encouraged.
- All visitors to the classroom will need to make arrangements in advance with the teacher and follow the visitor sign in process above.
- If a parent/guardian needs to speak to their child's teacher in person, they are required to schedule an appointment in advance with their child's teacher.

Reference: Policy 4200 – Classroom Visitors

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