

AR 907 – SCHOOL VISITORS

Visitor Check-in Procedures

The District uses a web-based software application that has been developed with the purpose of aiding educational facilities in tracking their visitors, students and faculty. This software enables the District to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The overall goal is to better control access to all District schools; thus providing enhanced protection for our students and staff.

- 1) All front office staff will receive training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's badge or a District photo identification card visible. Any person who does not have a campus visitor badge with the current date displayed or a District identification badge should be immediately escorted to the office.
- 2) Signs will be placed at doors and potential entry points directing visitors to the front office to sign in.
- 3) When the visitor arrives, they will be greeted and asked for photo identification.
- 4) The designated staff member will scan the visitor's identification and issue a badge with the visitor's destination if there is no alert indicated on the data base. The staff member will keep the individual's driver's license in plain view, to reduce concerns that anyone might be copying personal information. The identification card will immediately be returned to the visitor when the badge is handed to them. At no time will a visitor's identification card be kept by the attendant.
- 5) All parents/guardians attempting to gain access to the school/facility for the first time will present a valid driver's license from any state, an official state photo identification card from any state and many countries, or military identification card for scanning. Parents/guardians refusing to produce such identification may be asked to remain in the office or leave the school/site as their identity cannot be verified. School principals and site administrators *may* allow limited access based on their personal understanding of the situation and/or knowledge of the person in question. Such persons, however, should be manually entered into the system by the campus administrator and have their names checked against the database.
- 6) If a visitor who is not a parent or guardian of a student attending the school does not have acceptable photo identification available, the campus administrator on duty will be called to assess the situation. If it is determined the visitor is known, the visitor's information can be manually entered. Repeated failure to provide photo identification may be grounds for refusal to permit entry.
- 7) School staff members conducting visitor check-in and scan processes will verify scan results and verify the nature of the visit.

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- a. If the scan does not indicate that the person is a registered sex offender, the visitor will be allowed appropriate access after receiving an appropriate visitor's badge.
 - b. A visitor who is determined to be a registered sex offender must be supervised by a District employee for the duration of the visit.
- 8) The visitor will return to the office to check-out when they are leaving the campus. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge should be torn thoroughly so it cannot be reused.

Law Enforcement/Emergency Responders/Government Officials

- 1) Law Enforcement (i.e. *specific to Upper Dublin Police Officers or Detectives*): If an Upper Dublin Police Officer is in uniform they shall provide their name and have their information entered manually; if not in uniform (i.e. Detective) they shall produce their Department issued badge or identification in order to have their information entered manually.
- 2) If an Upper Dublin Police Officer or Detective is escorting another law enforcement officer (uniformed or non-uniformed) through an Upper Dublin School District facility, the same procedures as listed above shall be followed.
- 3) If an Upper Dublin Police Officer or Detective is escorting a non-law enforcement individual through an Upper Dublin School District facility, that individual shall have their Driver's License scanned and they will be provided with a "Visitor Badge" to wear.
- 4) Fire and EMS personnel: If in uniform, Department issued identification shall be produced; if none available or not in uniform then their Driver's License shall be scanned and be provided with a "Visitor Badge" to wear.
- 5) Government Officials: If in uniform, Department issued identification shall be produced; if none available or not in uniform then their Driver's License shall be scanned and they will be provided with a "Visitor Badge" to wear.
- 6) In the event of an emergency, any law enforcement officer, fire and emergency medical services personnel, or government official will not be required to provide a Department issued badge, identification, or Driver's License.

District and Staff Responsibilities

- 1) Staff members shall be expected to require that visitors have a District visitor badge/identification and have duly signed in at the building office as set forth above.
- 2) Should an emergency require that a student be called to the school office to meet a non-parental visitor, the Principal or designee shall be present during the meeting.
- 3) The Board requires that all injuries to school visitors occurring on school property shall be reported to the school nurse by the building administrator or designee. Therefore, staff

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members shall immediately report any injury to a school visitor to the building administrator who will then report to the school nurse.

- 4) District staff shall not share with any visitor personally identifiable information concerning any students other than the student who is the subject of the observation.
- 5) The building principal or designee may terminate a visit at any time if, in that individual's judgment, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff.
- 6) A District staff member accompanying a visitor or the teacher responsible for the classroom if applicable, in his or her sole discretion, may also terminate a visit at any time if, in the judgment of that staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff and if deemed appropriate by the principal.
- 7) In the event a situation arises which presents a potential safety problem for the school community, the Superintendent, building principal and/or their designee is authorized to use whatever appropriate action is deemed necessary, including but not limited to, requesting the assistance of the Police.
- 8) Failure on the part of visitors to comply with District Policy, procedures, and rules shall result in more limited access to the applicable District building as determined by the building principal, consistent with Board policies and building/school rules as well as federal and state law and regulations.
- 9) In response to extraordinary circumstances, or to comply with the requirements of law, regulation or order, the District may waive any timeline or condition established in this Administrative Regulation or its Policy. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions of this Administrative Regulation or its Policy.