

## Protocol for Visitors to our Schools

### COMPLY WITH VISITOR PROTOCOLS

Our visitor protocols help the school district avoid incidents of a disruptive nature by controlling the flow of visitors, including parents and guardians, in all buildings. These procedures help ensure accountability in regards to who visits a school at any given time and will provide administrators with the names of all visitors in the school in the event of a school emergency.

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

### VISITORS TO SECURE AREAS

Visitors, including parents and guardians, do not have unrestricted access to the secured areas of school buildings. All visitors are required to check in at the main office, state the purpose for the visit, and be granted approval by the administration or office staff before they enter the secured areas of the building. The school district must control and monitor the flow of visitors, and this must include parents and guardians too. This enables administrators to be best prepared for emergency situations and enhances our level of security.

- **Visitors to secure areas:** To ensure the safety of all adults and children in our facilities and to ensure the speed and accuracy of our visitor check-in process:
  - Visitors will be required to present a state-issued picture identification card or driver's license to enter secured areas (any area past the inner locked doors in lobby and office).
  - Should a visitor not have a state-issued identification card, other acceptable forms of picture 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.
- **Visitors to front office and lobby:** To check-out a child from school or register a child for school, you must identify yourself and submit one form of picture identification. This is not required to be a government-issued identification.
- **Roseville Community Schools Visitor Sign-In Procedures:**
  - Upon arrival, all visitors must check in at the main office, present a state-issued picture identification and state the purpose of their visit.
  - Administrators or office staff will verify appointments or other reasons for the visit.
  - Visitors are required to wear a visitor's badge sticker provided by the school at all times while the visitor remains in the school building or on school premises.
  - Visitors must remain in approved areas only.

- Visitors must at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will 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 individual's presence would be detrimental to the operation of the school and the learning environment.
- School office staff will be glad to help ensure that any items that parents or guardians have to drop off will be taken down to the child's classroom as soon as possible. Under special circumstances school administrators or main office staff may give approval for the visitor to sign in and get a visitor's pass and allow the visitor to take the items to the classroom.
- Each school will determine what measures need to be implemented for special events that take place during the day to ensure there is sufficient intentional monitoring. Visitors will still be required to sign in at the main office.
- If a parent or guardian needs to speak to their child's teacher, they may make an appointment with their child's teacher by emailing him/her, sending a note via the child, or stopping by the office to request a meeting, etc. School administrators and office staff will help facilitate this communication in any way they can. Partnerships with parents/guardians are valued, and communication with your child's teacher is encouraged.