



## Administrative Regulation 1507

### VISITOR MANAGEMENT PROTOCOLS

**Responsible Office:** WCSD School Police Department, Emergency Management

#### **PURPOSE**

The Superintendent adopts this administrative regulation to establish the protocols for the management of visitors and visitor information on the properties of the Washoe County School District ("District" or "WCSD") in accordance with Board Policy 1505, Visitors to District Property – Meaningful Access, and associated documents.

#### **REGULATION**

1. The District Visitor Management Protocols are intended to protect the safety and security of students, staff, and other visitors to District properties. (See also Administrative Regulation 1506, Visitors)
  - a. Visitor check-in procedures must be followed at all times during a facility's regular office hours. For schools, this generally begins at least 30 minutes prior to first bell and ends approximately 30 minutes to one hour following the end of the instructional day.
  - b. All visitors must report to the office or reception area when arriving at and upon leaving a school or other building, unless otherwise directed by District staff.
  - c. Visitors, upon request, are required to provide a Driver's License or other government-issued identification that includes a photograph. The ID will be scanned through the District's electronic visitor management system (LobbyGuard) and used to conduct a background check, which includes a check against available sex offender databases. District staff shall present their District Identification Badge, in accordance with Administrative Regulation 4128.
    - i. In locations where the electronic visitor management system is not in place or is temporarily inactive, a Visitor Registry log book must be signed prior to being admitted to the school or other facility and upon leaving the building. The registry shall include the visitor's name; arrival/departure time; person, area, or room to be visited; and nature of the visit.
    - ii. A copy of the school's daily sign-in log shall be kept on file for two (2) years.
  - d. The site administrator has the right and authority to limit or deny a visit.
    - i. Denial of a visit may occur, but is not limited to:
      1. During times of student assessment;

2. When such visitation could cause a safety concern or unreasonable distraction (e.g. science lab work);
    3. Following a background check that finds an individual is a registered sex offender, on the active warrants list, or the FBI's terrorist list.
      - ii. Visitors shall not be denied based solely on immigration status.
  - e. All visitors must wear an ID badge provided by the school or other location prominently displayed on their person while on the premises. The visitor's pass should be returned to the office when the visitor signs out.
  - f. When applicable, visitors shall sign an acknowledgement that he/she understands and will adhere to the District's student record confidentiality requirements.
  - g. Visitors may be given instructions regarding the visit, to include the requirement that he/she adhere to the rules and regulations specified by the District, as well as applicable federal, state and local laws.
  - h. The site administrator has the responsibility to identify the purpose of a visit and whether or not a background check (with or without fingerprinting) is required for a volunteer opportunity.
2. Events, Programs, Assemblies. Any visitor attending an event during the school day (e.g. assembly, music program, etc.) shall sign-in as normal. Visitors must go directly to the event area, unless issued a pass to visit another area of the campus. School personnel should direct visitors to the designated assembly area, gymnasium or other room. Schools are advised to:
- a. Remind potential visitors to such events of the requirements to check-in and receive a visitor pass prior to entry to the event. This includes the potential delay to entry to the school.
  - b. Post appropriate signage directing visitors to the event.
3. Safety and Security Measures
- a. School staff who observe visitors without proper identification are to report that information immediately to the school office or school police.
  - b. Information stored in the visitor management database may be used only for the purpose of District security and may not be sold or otherwise disseminated to a third party for any purpose.
  - c. Staff shall be trained on an annual basis of these procedures, to include the expectation that staff will question visitors without a badge and escort them to the office.

- d. Students shall be educated on the importance of reporting visitors without visible identification to the office or staff member. Students should not approach such individuals themselves.
  - e. Safety procedures will be followed to identify any person, to include a parent/guardian, who requests to visit a student on campus.
4. General
- a. The procedures contained herein do not apply to visitors to meetings of the Board of Trustees or District committees that are subject to Nevada's Open Meeting Law.
  - b. No visitor pass will be required for a voter proceeding only to and from the polling station. However, school personnel will monitor and assist the flow of voters.
  - c. A person authorized for student pick-up may wait in any regularly designated student pick-up area without registering as a visitor and receiving a pass. No person may enter other areas of the building without signing-in as a visitor in the main office or other designated area.

#### **LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

1. This regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 1500, Volunteers, and associated regulations and procedures
  - b. Board Policy 1505, Visitors to District Property, and associated regulations and procedures
  - c. Board Policy 5200, Family Engagement
  - d. Board Policy 7120, Community Use of School Facilities, and associated regulations and procedures
  - e. Administrative Regulation 1520, Trespass from District Property
2. This regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 207, Miscellaneous Crimes
    - i. NRS 207.200, Unlawful trespass upon land; warning against trespassing
    - ii. NRS 207.270, Loitering about school or public place where children congregate
  - b. Chapter 393, School Property, to include:
    - i. NRS 393.400, Surreptitious electronic surveillance; exceptions.

- ii. NRS 393.410, Damage to school property; nuisance; loitering; trespass; penalties

3. This regulation complies with the following federal laws and regulations.

**REVISION HISTORY**

Date	Revision	Modification
9/05/2019	1.0	Adopted