



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedures

1250.10– Visits to the Schools, Visitor Protocols

Approved on October 2, 2023

Definition

For the purposes of this administrative regulation a visitor shall be defined as any person entering a school facility during normal school hours other than:

- A student who attends that facility
- A member of that school's staff and faculty
- Central Office Employees with assigned duties at the school facility
- Multi-site Employees with assigned duties at the school facility
- Maintenance Department Employees
- Uniformed Police or Fire Department personnel in performance of their assigned duties

All visitors shall:

1. Arrive at the school building main entrance, press A-phone, and advise staff as to the purpose of their visit
2. Enter the building through the main (or designated) entrance door after being granted access by staff
3. Immediately report to the security welcome desk or main office front desk
4. Present photo identification to staff, which may be scanned into the Visitor Management System or recorded in the visitor log.
5. Be issued a printed Visitor ID Badge, which may include their photograph, date of visit, and location of visit within the school building
6. Ensure that the Visitor ID badge is clearly visible at all times during the visit
7. Report back to the security welcome desk or main office upon the conclusion of their visit
8. Return Visitor ID Badge to staff, who will remove their name from the Visitor Management System/visitor log.
9. Promptly exit the school building through the main/designated egress doors

The Principal or designee may refuse to register an outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students or employees; would result in damage to property; or would result in the distribution of a controlled substance. The Principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

Visitors entering the building at locations other than the designated visitors' entrance shall be:

- Questioned by staff, who will immediately summon security personnel
- Delay at the area of contact until arrival of security personnel or school administration
- Escorted by the security personnel or staff member to the welcome desk, main office, or outside the building if warranted
- Requested to provide photo identification and reason for visit
- Processed as a visitor as described above

Visitors who refuse to identify themselves shall be considered trespassers. Staff shall:

1. Immediately summon a school administrator (or designee), CSO, or SRO (if applicable)
2. The administrator (or designee) upon evaluation of the situation may:
 - Contact the Police Department
 - Direct the individual(s) to leave the building immediately with an escort from security personnel or staff
 - Consider implementing District emergency response procedures as necessary

Special Exceptions to the above:

Special Events (Plays, Concerts, Award Ceremonies, etc.)

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, gym, media center etc.). Appropriate staff shall be assigned to direct visitor(s) to the event location.

Deliveries

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

Operations

Maintenance Department Employees shall notify the school administration of their presence within the school facility.

Other Board of Education employees without assigned duties at the school facility shall:

1. Enter building at a location identified and approved by the school administration
2. Ensure the district-issued photo ID badge is clearly displayed on their person
3. Report to the security welcome desk located in the building main lobby and/or the school's main office
4. Provide their district-issued photo ID badge and name to security personnel or staff
5. Check out of the building at the security welcome desk/main office at the conclusion of their visit