School newsletter item

Update to visitor management procedure at Dickinson/Explorer Elementary Schools

We want all our students and staff to have a safe and secure learning environment. Over the past week, Lake Washington School District has revised and shared updated guidance for schools around appropriate visitor management procedures. We wanted to share this guidance with our families to ensure that the next time you visit our school, you understand our process.

Upon arrival, all visitors must use the doorbell system to enter the building. Through the camera on the doorbell, visitors will be asked for the following information prior to being granted access to the building:

- Their name
- Purpose of visit
- Do they have an appointment (if appropriate)

Each visitor must check-in individually. Once access to the building is granted, visitors must immediately sign-in at the office and will be given a visitor badge. Information required for visitor sign in includes:

- Date of visit
- Name
- Time in
- Time out
- Vehicle make/model and color
- License plate number
- Purpose of visit/location.

Visitor badges must be always worn and visible while in our school. Visitors without a badge will be directed back to the front office to sign-in.

All visitors are asked to return to the main office to sign out and return their visitor badge before leaving the building.

If you need to pick your student up during the school day:
Visitors to our school who need to pick a student up during the school day should also ring the doorbell. Through the doorbell camera, they will also be asked to provide information such as their name and the purpose of the visit. Upon entering the building, visitors must go to the main office to check in, and will be asked for the following information:

- Date

- Check in or Checkout Time
- Reason
- Student Name
- Parent/Guardian Name
- Confirm identification*

*Identification: Pursuant to District Policy and Procedure 3124(P), Removal Release of Student During School Hours, anyone removing a student from school should be prepared to demonstrate appropriate identification to ensure compliance with the procedures for removing a student from school.

Thank you in advance for helping us to ensure a quick and easy visitor management experience on your next visit by reading and following the process above.