Cache County School District

Policy Series 3000: Building and Campus Safety and Security

Policy No. 3700 P2

Visitor Management

Purpose

This procedure is adopted pursuant to District Policy No. 3700: Building and Campus Safety and Security and establishes operational standards governing visitor access, visitor management, and public access to District property.

The Cache County Board of Education is authorized by Utah law to own and operate district property, establish and enforce rules governing the use of district property, and take all actions necessary for the maintenance, safety, and success of schools. Although district property is publicly owned, district properties are not unconditionally open to the public. The district shall regulate visitor access to all district properties to promote student safety, maintain orderly operations, protect employees and students, and preserve the educational environment.

District Property

Any building, facility, vehicle, grounds, or other property owned, leased, operated, or controlled by the Cache County School District.

District/School Administrator

A certified administrator or authorized designee responsible for the supervision, management, safety, or operation of a district property.

General Visitor Access Requirements

All visitors entering district property during operational hours shall comply with district visitor management procedures.

District or school administrators may deny, restrict, delay, or revoke visitor access when reasonably necessary to:

1) Protect student or employee safety;
2) Preserve the educational environment;
3) Prevent operational disruption;
4) Enforce district policies or procedures; or
5) Address security concerns.

Visitors shall comply with all:

1) Federal, state, and local laws;
2) Board policies;
3) Administrative procedures;
4) School rules; and
5) Lawful directives issued by district personnel or law enforcement.

Threatening, intimidating, abusive, harassing, disruptive, or aggressive conduct toward students, employees, volunteers, or visitors is prohibited and may result in removal from district property, exclusion notices, criminal trespass enforcement, or referral to law enforcement.

Building Access and Visitor Entry

All exterior doors shall remain secured during the school day.

Visitor entry shall be restricted to designated public entrances unless alternate access has been specifically authorized by school administration.

District employees, students, and visitors shall not open secured exterior doors for unauthorized individuals or otherwise bypass building access procedures.

District facilities may utilize:

1) Electronic access control systems;
2) Visitor management systems;
3) Visitor screening technologies;
4) Remote entry monitoring systems; and
5) Other security technologies to regulate building access.

Appropriate signage shall be posted directing visitors to report to the designated main office or check-in location.

During emergencies, drills, lockdowns, evacuations, shelter-in-place events, or other safety incidents, visitor access may be suspended, restricted, delayed, or terminated at the discretion of District or school administrators or law enforcement personnel.

Visitor Check-In and Identification

All visitors shall report to the designated office or check-in area immediately upon arrival. Access granted to visitors on district property shall not be construed as general or ongoing access to that same district location or other locations. Identification will be required upon each visit.

Visitors shall:

1) State the purpose of their visit.
2) Identify the individual, office, or location they intend to visit;
3) Present identification;
4) Comply with visitor screening procedures; and
5) Remain in the area they have been authorized to visit.

The district may utilize electronic and/or manual visitor management systems to:

1) Monitor visitor access;
2) Enhance school safety;
3) Maintain visitor records; and
4) Assist with emergency response procedures.

All valid government-issued photo identification may be accepted. Photo identification may include:

1) Driver's license;
2) State identification cards;
3) Passports;
4) Passport cards;
5) Permanent resident cards;
6) Military identification cards;
7) Consular identification cards; and
8) Or other approved form of identification as permitted by the building administrator.

If the visitor is the parent or guardian of a student, visitor identity may be verified through District student information systems or visitor management systems prior to admittance.

Visitors shall be issued a visitor badge or other visible credential which must be worn at all times while on district property.

1) Small children accompanying their parents do not need to wear a badge, but must remain with their parents at all times.

Visitors who have not completed identification verification procedures shall be escorted by assigned school personnel at all times while on district property.

Upon conclusion of the visit, visitors shall:

1) Return to the designated office area;
2) Check out at the main office; and
3) Return visitor badges or credentials when applicable.

District employees visiting another district location shall wear their district-issued identification at all times and check in with the main office.

Visitor registration records, identification information, and visitor management system data shall be maintained in accordance with applicable privacy, cybersecurity, and records retention requirements.

Visitor Identification Requirements and Logs

Each school shall maintain an electronic visitor registry, or log, and record the following information for each visitation:

1) Visitor name;
2) Date;
3) Exact time of entry and exit;
4) The explicit purpose of the visit; and
5) The location or individual the visitor intends to visit.

Visitor badges may include:

1) Adhesive visitor stickers;
2) Printed visitor passes;
3) Temporary badges;
4) Electronic visitor credentials; or
5) Other approved visitor identification methods.

Visitor identification badges shall:

1) Differentiate between the types of visitors, such as, parents, volunteers, contractors, and other guests;
2) Be worn on the outermost layer of clothing;
3) Remain visible at all times while on district property; and
4) Be used only by the individual to whom the badge was issued.

Visitors shall be accompanied by a school staff member, during times where students are present, for the duration of their visit unless the school administrator has approved the parent or volunteer to move through the school campus unaccompanied.

Visitors shall return temporary visitor badges or properly dispose of visitor stickers upon checking out of the facility.

Visitors who fail to comply with visitor identification procedures shall be denied access to district property or directed to leave district property.

Types of Visits

Scheduled Visits
Meetings involving school and district personnel should generally be scheduled in advance to ensure the availability of participants and minimize disruption to instructional and operational activities.

Unscheduled Visits
Administrators may accommodate unscheduled visits involving urgent or time-sensitive matters when feasible and when such visits do not substantially disrupt school operations or instruction.

School and District Events
Public events including concerts, athletic competitions, performances, assemblies, fairs, or similar activities may be open to the public subject to supervision by school or district personnel and applicable safety procedures.

1) When events transpire during school day, the school may bypass scanning identification for each visitor if the administrative team and designees will maintain a single point of entry for visitors, the administrator shares a list of prohibited individuals with the administrative team and designees, the administrative team and designees visually screen each person who enters the building, and limit building access to only the areas needed to attend the event.

Non-School Related Meetings
Personal meetings unrelated to school business between employees and visitors shall occur outside employee work responsibilities and shall not interfere with school or district operations.

Volunteer Visits
Volunteers performing approved district or school services shall comply with all visitor management procedures and any applicable volunteer screening requirements.

Volunteers, contractors, vendors, and service providers may be subject to criminal background checks or screening requirements consistent with district policy and applicable law.

Presentations to Students
Guest speakers, presenters, contractors, vendors, and other individuals providing presentations or services to students shall comply with all visitor management procedures and applicable district approval requirements. School staff members are encouraged to inform office staff whenever they have an expected guest, and educate that guest ahead of time on visitor expectations and procedures.

Unauthorized Visits

Individuals who:

1) Fail to comply with visitor procedures;
2) Have a current court order preventing them from accessing the schools or grounds;
3) Have been excluded or trespassed from district property; or
4) Enter District property without authorization

shall be directed to leave district property immediately and may be referred to law enforcement.

Guest Network Access

The district may provide guest wireless network access to approved visitors whose presence supports legitimate educational or business purposes.

Guest network access:

1) Shall be granted on a limited basis;
2) Shall comply with district technology standards;
3) May be monitored and logged; and
4) May be revoked at any time.

Visitors shall not:

1) Access restricted district systems;
2) Circumvent security controls;
3) Connect unauthorized devices; or
4) Engage in unlawful or inappropriate technology use.

Individuals using guest networks are subject to the same acceptable use expectations applicable to district employees and students.

Registered Sex Offenders

Pursuant to Utah Code §53-29-306, a registered sex offender whose underlying registrable offense was committed against an individual younger than 18 years old is generally prohibited from being present on school premises ("protected areas" under Utah law), except in the limited circumstances authorized by that section. This restriction is separate from, and in addition to, the district's general authority to control visitor access to all district property.

Statutory Exceptions. A registered sex offender described above may be present on school premises only when:

1) Presence is necessary to perform the individual's parental responsibilities (e.g., picking up or dropping off a student, attending a legally required meeting concerning the individual's own child); or

2) The school is open and being used for a public activity that is not a school-related function involving a minor (e.g., the building is serving as a polling place or hosting a public community event unrelated to student programming).

District Safety Procedures

In addition to the statutory framework above, and as a matter of the district's independent authority to manage access to its property, any registered sex offender seeking access to district property — whether or not the individual's offense involved a minor — must:

1) Obtain prior administrative approval from the school principal or designee before arriving on campus, except where obtaining such approval in advance is not reasonably possible because the individual's presence is required for a legally mandated meeting (such as an IEP, 504, or other meeting where the individual's participation is guaranteed under federal or state law) that arises on short notice — in which case the individual shall notify the school as far in advance as reasonably possible and the school shall accommodate the legally required participation while applying appropriate safety measures;
2) Comply with all standard visitor sign-in and identification procedures; and
3) Remain under the direct supervision of a designated school or district employee escort at all times while on district property.

Any access granted under this section shall be the minimum necessary to accomplish the specific authorized purpose (parental participation, a legally mandated meeting, or attendance at a qualifying public activity) and shall not be construed as general or ongoing access to school premises.

The principal or designee shall assign an employee escort for the full duration of any approved visit. If a registered sex offender is discovered on district property without required approval or outside the scope of a statutory exception, staff shall follow the district's procedure for contacting school safety personnel or local law enforcement and shall document the incident.

This policy applies to school premises and other district property; where a specific location does not meet the statutory definition of a "protected area" under §53-29-306, access by a registered sex offender is nonetheless governed by the visitor-management and safety procedures described above under the district's general property-access authority.

Disorderly Conduct, Disruption, and Trespass

No person may:

1) Disrupt school or district operations;
2) Interfere with instructional activities;
3) Obstruct entrances, exits, or hallways;
4) Encourage disruption;
5) Engage in disorderly conduct; or

6) Remain unlawfully on district property.

District or school administrators may:

1) Limit;
2) Control;
3) Exclude;
4) Restrictor

Visitor access when an individual creates or is reasonably likely to create:

1) A substantial disruption;
2) A safety concern;
3) Interference with employee duties; or
4) Interference with school or district operations.

Administrators should attempt reasonable de-escalation efforts when appropriate. Individuals may be directed to:

1) Cease prohibited conduct; and/or
2) Leave district property immediately.

Law enforcement may be contacted when necessary.

Individuals receiving exclusion or trespass notices may request administrative review in accordance with district procedures.

Significant visitor incidents, threats, removals, exclusions, or law enforcement responses should be documented in accordance with district procedures.

Weapons, Intoxicants, and Dangerous Materials

Visitors shall comply with all federal and state laws governing weapons, intoxicants, illegal substances, explosives, incendiary devices, and dangerous materials on district property.
The district may implement additional weapons detection or security screening measures at selected district properties or events when deemed necessary for safety purposes.

Enforcement

Individuals who violate:

1) This procedure;
2) District policies;
3) Applicable laws; or
4) Lawful directives of district personnel

May be:

1) Removed from district property;
2) Issued exclusion or trespass notices;
3) Referred to law enforcement; and/or
4) Subject to criminal prosecution.

Annual Review

The district shall periodically review visitor management procedures, visitor screening practices, building access controls, emergency protocols, and related safety measures to ensure operational effectiveness, legal compliance, and alignment with district safety objectives.

Legal References

Utah Code Title 53G
Utah Criminal Trespass Statutes
Family Educational Rights and Privacy Act (FERPA)
Government Records Access and Management Act (GRAMA)
Applicable Utah school safety statutes and administrative rules

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