

Visitors to Schools

Definition and Procedures

University Schools encourages parents and guardians to visit schools, classrooms and activities to better understand the work of University Schools and public education and to engage with the local public school system.

All **visitors** will be required to present valid identification when visiting a school. Identification can include, but is not limited to, a valid state-issued driver's license, a valid state-issued identification card, a current United States Military ID, Mexican Consulate Card, and Passport ID. This identification will be scanned into a **visitor** management system and the information will be reviewed against the national sex offender database.

If no match is found, the **visitor** will be issued a badge stating his/her name and purpose of the visit. A photo may also be included on the badge. This badge must be visibly worn the entire time the **visitor** is in the school. All approved **visitors** must check out at the security vestibule before leaving the school and return the badge. **Visitors** who lose or misplace a badge must immediately return to the office and secure a new badge. **Visitors** without a valid badge will be stopped and may be subject to removal from the school grounds. Law enforcement authorities may be contacted to assist.

If it is discovered that a **visitor** is listed on the national sex offender registry, the person will not be allowed to visit the school except under the circumstances specified below. The Security Director the school principal and his or her designee will be alerted when a **visitor** match to the sex offender registry is discovered. At the discretion of the school administration, the **visitor** may be asked to leave the school grounds.

Circumstance Exception: If the person who is matched to the sex offender registry is a parent/guardian of a student at the school, that parent may be allowed to visit his or her child in the school as long as he or she is in direct line-of-sight supervision by a school staff member, and as long as there are no court orders to the contrary. A **visitor** who is listed on the national sex offender registry will have no unsupervised contact with any student while on school grounds.

All **visitors** without valid identification will not be allowed in the school.

Visitors are not allowed to have unsupervised contact with students other than their own child. **Visitors** who would like to volunteer at a school must undergo University Schools screening process, including successful completion of a volunteer application and background check (see Volunteer in Schools).

Visitors are expected to adhere to all school rules and regulations, as well as the laws of the State of Colorado, while visiting a University Schools facility, including refraining from using or distributing any tobacco product, alcohol, marijuana or any controlled substance while on school grounds. Carrying a firearm into a school is prohibited, even for those with a valid permit to carry firearms. Items that have a primary use as a weapon should not be brought into our schools or on to any University Schools event.

University Schools reserves the right to ask any **visitor** to leave a school building for any reason, including but not limited to maintaining the safety of students and staff, maintaining a proper educational environment, preventing the disruption of the educational process, or failure to comply with this or any University Schools policy.