

## VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES - PROCEDURES

To avoid unnecessary interruptions of teachers and students, the following procedures will be utilized:

1. All visitors shall stop at the principal's office or other designated location to sign in and make arrangements for their visit. Identification shall be provided as required.
2. If the request to visit a classroom or to confer with a teacher cannot be arranged conveniently at that time, as to not disrupt instruction, the building administrator or his/her designee will arrange for another time which is mutually satisfactory.
3. Visitors must wear a badge/name tag or have a pass that identifies their reason for being in the building.
4. Upon conclusion of their visit, visitors shall check out of the building in the principal's office or other designated location.

All persons, exclusive of school district personnel and students attending the school involved, who fail to follow the procedure set forth above shall be deemed to be "unauthorized personnel" when their presence is discovered in the school building or upon the school property.

In all situations where an individual or individuals are in a school building or upon school property contrary to the policies of the Board of Education of the Waterloo Community School District, said individual(s) shall be considered unauthorized personnel.

If unauthorized personnel fail to leave a building or school property when requested to do so, the building administrator or his/her designee may contact a local law enforcement agency for assistance and immediately thereafter inform the Director of School and Community Relations.

In the event that damage to property, injury to people, or other criminal behavior occurs or is threatened by the presence of unauthorized personnel, the building administrator shall directly summon the local law enforcement agency for assistance and immediately thereafter call the Director of School and Community Relations.

Cross Ref: 900.2 News Media Relations  
902.0 Public Conduct at School Premises

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