

A POLICY STATEMENT OF  
THE HANCOCK COUNTY BOARD OF EDUCATION  
New Cumberland, West Virginia 26047

**ACCESS TO BUILDINGS**

This policy provides guidelines for visitors to any Hancock County School during the instructional day. All visitors acknowledge that their presence in the county schools is accepted as a privilege, and not a right. The county schools exist primarily to serve the needs of the students; therefore, personnel other than the individual school staffs are expected to follow the guidelines included in all policies and to recognize that their presence in the school building is solely at the discretion of the building administrator. Visitors are welcomed into the county schools with expectations that their presence will contribute positively to the educational climate at the schools.

- Visitors are defined as anyone who is not a student or a member of the school staff.
- All visitors must enter through the main entrance and sign-in at the main office. Sign-in procedures for visitors may include a credential exchange. The credential exchange requires all visitors to sign-in, produce a photograph ID, and be authorized by an authorized school staff member before building access is permitted. The authorized staff member will retain the photo ID and give the visitor a badge. The visitor is to sign out at the conclusion of the visit. The photo ID will be returned at that time.
- Visitors to the school that are employees of the Board of Education, such as bus drivers, maintenance employees, central office staff, substitute teachers, itinerant personnel, etc. must enter through the main entrance and sign-in with the appropriate school staff. Board of Education employee visitors that are not wearing Board of Education provided uniforms must display their ID badge on their person. The visitor is to sign out at the conclusion of the visit.
- Vendors providing regular services to the school, such as mail carriers, milk deliveries, rubbish haulers, delivery people, shall be admitted to school property, but only for as long as is necessary to accomplish the particular task and under the general supervision of the principal or designee. Vendors will be required to display their own company identification badges or company uniforms while on school property. It is the principal's responsibility to develop and implement guidelines for these types of visitors that accommodates the needs of the vendor and does not compromise the safety of the students or staff.
- Visitors are expected to be appropriately dressed and to display respect for activities in progress at the school.
- Visitors shall not compromise the integrity of student confidentiality policies. Visitors to the school must recognize that information regarding any confidential school matters overheard is not expected to leave the school.
- Visitors may be denied future access or limited access to the school during school hours if their conduct is such that a building administrator feels it is disruptive to the school's educational program.
- With school administrative permission legal guardians of students, school volunteers, LSIC, and business Partners-In-Education team members are welcome to participate in events or to partake in lunch with students at the school. Other visitors may be invited by special permission of the principal or designee. All visitors are expected to abide by the general rules of the school as defined by the building administrator.
- Classroom visits must be approved in advance by the principal or designee and classroom teacher.
- Visitors are not permitted to remove students from the classroom or other school activities, without the direct permission of the legal guardian of the student and/or the building administrator accompanying the visitor during this time.
- Visitors participating in school events are expected to conduct themselves as guests of the school and to avoid disruption of any other activities ongoing at the school. Visitors may be denied future access or limited access to

the school during school hours if their conduct is such that the building administrator feels it is disruptive to the school's educational program.

- Salesperson or other non-educational personnel are not allowed to disrupt class time activities ongoing at the school. Appointments should be scheduled before or after student arrival or departure.
- Building principals shall have the authority to sign a complaint charging criminal trespass when deemed necessary.

Date Adopted: 1/22/08  
Date Amended: 8/11/14; 9/12/16  
Date Reviewed:

