

## VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

***TITLE: Visitors on Campus***

**POLICY NUMBER: G014.2**

### **Policy Statement:**

Visitors to The Virginia School for the Deaf and the Blind (VSDB) shall announce their presence by reporting to the Public Safety Office. Visitors are considered to be all individuals who are not VSDB employees to include parents, guardians, VSDB Alumni and other state employees. Parents, guardians and other individuals attending a scheduled IEP meeting may report directly to the meeting location as directed. For the purpose of this policy, Board of Visitors, Foundation Board, vendors and/or contractors working with Food Service, Maintenance or Public Safety are not considered visitors.

Visitors arriving after normal business hours must register with the Student Life Office. Vendors and/or contractors must report directly to the Facilities and Engineering Department, the Procurement Office, Food Services, or to the Public Safety Office. All visitors shall identify themselves, make clear the purpose of the visit, and the staff person shall inform Security and others who are involved in the visit to let them know the visitor(s) has arrived. The visitor shall sign the visitor's log and submit picture identification before being issued a visitor's pass. An escort will be assigned to ensure the safety and accountability of the visitor(s).

### **Procedure:**

1. Upon arrival, visitors reporting to the Public Safety Office shall register with the officer on duty. The officer issuing the visitor pass must contact personnel at the destination of the visitor and the receiving area must arrange for the visitor to be escorted and monitored as appropriate.
2. Information about the nature of the visit, name(s) of individual (s), time of arrival, area of campus or person to be visited, and expected time of departure shall be recorded on the visitor's log.
3. All visitors shall provide a government issued picture ID, preferably a driver's license, for scanning. Any visitor who does not have a picture ID must provide their full name and date of birth for manual input into the scanning system. The receiving staff member must come to the office to vouch for the visitor by signing the visitor's log. Upon completion of the visit, the visitor shall return to the original area where they registered and turn in the visitor's pass and sign out. If the original area is closed, the pass should be returned to the Student Life Office.
4. Vendors and contractor employees reporting to the campus for the first time shall present their ID for scanning. Their information shall then be entered into a vendor log, and shall be renewed annually thereafter. Upon each visit to the campus, the vendor or contract employee shall report to and sign in at the

appropriate office to retrieve keys or access cards. They shall return the keys and cards at the end of their work day or stay on campus.

5. Clients and customers receiving services from the Audiology Department with an appointment may report directly to the department and ring the bell for assistance. The Audiology Department will assume responsibility for that client while on campus, unless arrangements are made and the client is presented to the Public Safety office for scanning and documentation as stipulated in #3 above. Clients and customers visiting the Audiology Department without an appointment must first report to the Public Safety Office during normal business hours.
6. Parent(s) and/or guardian(s) have the right to visit students at any time. The parent(s) and/or guardian(s) shall report to the appropriate office to sign the visitor log. Parent(s) and/or guardian(s) must follow the same procedure as other visitors. After normal business hours, they may report to the Student Life Office.
7. VSDB Alumni/Museum workers must report to the Business Office or the Superintendent's Office upon arrival. Designated "Museum Curators" shall be issued a *VSDB Volunteer Badge* and must annually review the minimum safety training. They must sign in and out on the Alumni/Museum log. Additional museum workers and any individuals arriving for museum tours will be treated as a visitor and all procedures apply. Museum curators may act as authorized escorts for museum visitations only.
8. Day students on campus after school hours will follow all rules and policies established for residential students. Day students may attend public activities and special events on campus in the buildings or areas designated for the event.
9. Visits after 9:00 PM require the approval of the Superintendent, Director of Student Life or designees. These visits shall be limited to emergency or high priority situations or as deemed necessary by the Superintendent, Director of Student Life or designees.

All visitors and parents shall obey VSDB policies and procedures while on VSDB property. VSDB staff is responsible for the well being and safety of students and the security of the campus. The staff shall act in the best interest of all involved.

### **Public Events**

Events on campus such as sporting events, program presentations, and performances that are scheduled in advance will not require a visitor check-in. These events must be registered with Public Safety in advance to ensure adequate resources are on hand to manage security and parking.

<b>Rescission:</b> Revised: September 2015; Revised: May 2016 BOV Approved: September 21, 2016
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