



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

1108 Bissell Avenue
Richmond, CA 94801-3135

Kenneth C. Hurst Sr. Ed.D
Superintendent

Telephone:(510) 231-1101

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Visitors Protocols

Purpose:

Visitors will be required to use the check-in and check-out system at the schools each time they enter and leave campus. If visitors begin working in any unsupervised setting with students, the Level Two process must be completed immediately. Please use the [Visitor and Volunteer Levels chart](#) for more information.

Procedures:

VISITORS TO SECURE AREAS

Visitors, including parents and guardians, do not have unrestricted access to the secured areas of school buildings. All visitors are required to check in at the main office, state the purpose for the visit, and be granted approval by the administration or office staff before they enter into the secured areas of the building. The school district must control and monitor the flow of visitors, and this must include parents and guardians too. This enables administrators to be best prepared for emergency situations and enhances our level of security. It also allows visitors to adhere to the current Covid protocols.

A. Visitors to secure areas:

To ensure the safety of all adults and children in our facilities and to ensure the speed and accuracy of our visitor check-in process:

1. Visitors will be required to present a state-issued picture identification card or driver's license to gain entry into secured areas (any area past the inner locked doors in the lobby and office or any area containing student classrooms).
2. Should a visitor not have a state-issued identification card, other acceptable forms of picture identification may be accepted at the discretion of school administrators.



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3. School administrators have the authority to ask any visitor to explain his or her presence in the school building.

I. Visitors to front office and lobby:

- A. To check-out a child from school or register a child for school, you must identify yourself and submit one form of picture identification. This is not required to be a government-issued identification.

II. WCCUSD System Visitor Sign-In Procedures:

- A. Upon arrival, all visitors must check in at the main office, present a state-issued picture identification and state the purpose of their visit.
- B. Administrators or office staff will verify appointments or other reasons for the visit.
- C. Visitors are required to wear a visitor's badge sticker provided by the school at all times while the visitor remains in the school building or on school premises.
- D. Visitors must remain in approved areas only.
- E. Visitors must at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- F. Upon conclusion of the visit, visitors must return to the main office and check out.
- G. The district reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.
- H. **For elementary schools**, parents or guardians may walk their child or children onto campus, but not into the classroom, prior to the start of school. Once school instruction starts (i.e. while school is "in session") the parent or guardian must exit the campus immediately.



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While school is in session the parents or guardians may walk their child to the school entrance/foyer or designated location. To ensure the safety of students and staff and avoid potential disruptions, all visitors shall sign in at the front office immediately before entering any school building or grounds when school is in session (In accordance with [School Board Visitors policy 1250BP](#)).

- I. K-8 schools are identified as elementary schools and will adhere to the above elementary policy.
- J. At our middle and high schools, parents are not allowed to walk students to class. Students are encouraged to be independent. A parent or guardian who wishes to meet a teacher, may ask the school's office to help make an appointment.
- K. School office staff should help ensure that any items that parents or guardians have to drop off will be taken to the child's classroom as soon as possible. Under special circumstances school administrators or main office staff may give approval for the visitor to sign in and get a visitor's pass and allow the visitor to take the items to the classroom.
- L. Each school will determine what measures need to be implemented for special events that take place during the day to ensure there is sufficient intentional monitoring. Visitors will still be required to sign in at the main office.
- M. If a parent or guardian needs to speak to their child's teacher, they may make an appointment with their child's teacher by emailing him/her, sending a note via the child, or stopping by the office to request a meeting, etc. School administrators and office staff will help facilitate this communication in any way they can. Partnerships with parents/guardians are valued, and communication with your child's teacher is encouraged.



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III. Parent/Volunteers – Background Checks:

We encourage parents to voluntarily contribute their time and talents to improve and enrich our students' education. Recruitment, utilization, coordination and training of volunteers shall be the responsibility of the school administration. [*Volunteer Protocols*](#)