

Dear Visitor

The safety of our students and staff is our highest priority. Thank you for your understanding of our visitor management process and being willing to help keep everyone safe.

Screening Practices during school hours that students are in attendance:

1. Guests and visitors entering our building with an intent to check-out a student, or meet with a student will be screened for custodial alerts and confirm relation to the student (parent, guardian, emergency contact for example).
2. Guests and visitors with the intent to access the building or facility beyond the main office will be asked to present a government issued ID. The ID will be screened by a variety of sources. The screening process will search for custodial alerts, confirm relation to the student or staff member, and a scan will be conducted using Wyoming DCI Database for any alerts that would prevent access to student areas.
3. Guests and visitors with the intent to access the building within the “main office zone” are not required to provide an ID. Examples: Dropping off items, visiting with the Principal, etc.
4. The visitor will be asked to sign out at the main office when they leave the building.
 - a. Should there ever be an emergency in the building, this allows us to account for all individuals safety in the building.
5. Individual Situations:
 - a. Events occurring during the school day, the principal may have different procedures for guests and visitors to access the event
 - b. Individuals that lack identification may visit with principal for alternative ways that we can be of assistance and service to our guests and visitors

Visual Identification within the Building:

For guests and visitors accessing the building beyond the main office, upon approval of entry, the person will be given an identification badge to go to the approved area of the building that will have a time/date and reason for the visit.

Thank you again for your willingness to help keep our students and staff safe.