



Bear River Charter School

Visitor Management and School Access Policy

Adopted by Board of Directors: August 2026

Responsible Administrator: Executive Director

Governance note: This policy establishes the Board's safety and access standards for the school. Implementation — including forms, signage, badge systems, staff assignments, and day-to-day decisions — is delegated to the Executive Director under Section 13 and does not require Board approval or action.

1. Purpose

Bear River Charter School ("BRCS" or "the School") is committed to maintaining a welcoming school community while protecting the safety, privacy, and instructional environment of students and employees. This policy establishes procedures for identifying, authorizing, monitoring, and responding to visitors on school property and at school-sponsored activities, consistent with Utah's school safety statutes.

2. Scope

This policy applies to anyone on BRCS property or at a school-sponsored activity who is not a currently enrolled student or current BRCS employee — including parents and legal guardians, family members and guests, volunteers, contractors and vendors, prospective families, and employee-sponsored visitors. A visitor's relationship with a student, employee, board member, or volunteer does not exempt the visitor from this policy.

3. Controlled School Access

During school hours, visitors shall enter only through the designated main entrance or another access point specifically authorized by the Executive Director; other exterior entrances shall remain secured or monitored. Entrance signage shall direct visitors to the designated entrance, notify them that check-in and authorization are required before entering, and state that unauthorized entry is prohibited and may result in removal or prosecution. No employee may admit a visitor through a side door, classroom door, playground gate, or other non-designated entrance except as part of an approved procedure.

4. Visitor Check-In, Identification, and Badges

Before entering any area beyond the school office, every adult visitor shall report to the office, present valid government-issued photo identification, state the purpose of the visit and who or where they intend to visit, sign in through the school's visitor-management system, and receive and visibly wear a school-issued visitor badge for the duration of the visit. The visitor record shall include the visitor's name, date and time of entry, purpose, person or location visited, and time of departure.

When an individual cannot present government-issued identification, entry beyond the office may be denied; the Executive Director or designee may approve and document an alternative verification method in limited circumstances. Employees may not informally waive identification



requirements. Visitor identification and records may be used only for legitimate school safety and visitor-management purposes and shall be handled consistent with GRAMA.

5. Authorized Areas and Supervision

A visitor may enter only the location approved at check-in and may not move unescorted into classrooms or student areas, enter staff-only or restricted areas, access student records or confidential information, photograph or record students other than the visitor's own child without authorization, interrupt instruction, or remain on campus after the visit's purpose has ended. Visitors shall return their badge and sign out before leaving.

Visitors accessing areas where students are present shall be accompanied by a BRCS employee unless the visitor is a parent or legal guardian in an approved observation or activity, an authorized volunteer within an approved assignment, or otherwise authorized in writing. Authorization to enter the school does not authorize a visitor to supervise, be alone with, or transport students, or to participate in activities outside the approved purpose of the visit.

6. Visits During Non-Instructional Hours

Employees may occasionally bring or receive personal guests during non-instructional periods, subject to applicable building-access procedures and school operations.

The hosting employee is responsible for ensuring that the guest:

- Remains in appropriate areas;
- Does not access confidential information, restricted spaces, or school equipment without authorization;
- Does not interfere with employee responsibilities or school operations; and
- Follows applicable safety, conduct, and building-security expectations.

Administration or designated staff may redirect, limit, or end a visit when needed to protect safety, confidentiality, or the orderly use of school facilities.

7. Employee-Sponsored Visitors

An employee may request approval to sponsor a visitor for a legitimate educational, operational, professional, or school-related purpose. A sponsored visitor is not exempt from any requirement of this policy: advance approval from the Executive Director or designee, entry through the designated access point, government-issued photo ID, sign-in and sign-out, a visible badge, and adherence to the approved location, purpose, and all school policies and directions are all still required.

The sponsoring employee shall meet the visitor at the office, remain personally available to supervise the visit, and promptly address or report any departure from the approved purpose or school expectations. The sponsoring employee is responsible for ensuring the visitor is properly checked in, appropriately supervised, and following school procedures throughout the visit; an



employee who fails to meet these responsibilities is subject to appropriate corrective or disciplinary action under BRCS personnel policy. This does not relieve the visitor of personal responsibility for the visitor's own conduct. Sponsorship does not guarantee entry — the Executive Director or designee may deny, limit, postpone, or end a sponsored visit when necessary to protect students, confidentiality, instruction, or operations.

8. Parent and Legal Guardian Visits

BRCS will reasonably accommodate a parent's request to visit or observe a class attended by the parent's student, consistent with Utah Code §53G-6-803; requests should ordinarily be made in advance to limit disruption and protect other students' privacy. Parents and legal guardians remain subject to identification, check-in, badge, supervision, confidentiality, and conduct requirements, and classroom observation does not authorize participating in instruction unless invited, conferring with the teacher during instructional time, photographing or recording students, reviewing information about other students, or questioning or redirecting students. A follow-up conversation with the teacher or administrator may be scheduled separately.

9. Volunteers

Volunteers shall receive prior approval and may be required to complete orientation, confidentiality agreements, training, and a criminal background check appropriate to the assignment. Any adult volunteer who will have significant unsupervised access to a student shall complete the background check and ongoing monitoring required by Utah Code §53G-11-402 before beginning the assignment. Volunteer authorization may be limited or withdrawn at any time based on student safety, operational needs, failure to follow school expectations, or other legitimate school concerns.

10. Field Trips and Off-Campus Student Activities

To maintain clear supervision, accountability, and student safety, only current BRCS employees and a participating student's own parent or legal guardian — specifically approved by the school for that trip — may accompany a BRCS student group or serve as a field-trip chaperone. No other individual, including other relatives, family friends, siblings, former employees, or personal guests, may join, follow, travel with, or independently meet the student group, except under the narrow exception below.

Approved parent or legal guardian chaperones shall complete all required forms, screening, and orientation; follow the assigned itinerary and employee directions; remain with the assigned group; protect student confidentiality; refrain from bringing unapproved children or guests; and avoid transporting students unless specifically authorized. Their attendance is limited to that specific trip and does not create continuing volunteer authorization.

The Executive Director may approve a narrow written exception only for a disability accommodation, a contracted service, an emergency response, a specialized educational purpose, or a comparable legitimate need. Venue employees, transportation providers, and other authorized service providers are not chaperones merely because they perform services connected with the activity.



11. Visitor Conduct

Visitors shall conduct themselves respectfully and safely; follow employee directions; avoid disrupting instruction or operations; maintain appropriate boundaries with students; protect confidential information; remain within authorized locations; and comply with applicable laws and BRCS policies. A visitor may not engage in threatening, intimidating, harassing, aggressive, unsafe, disruptive, or unlawful conduct.

A visitor shall treat every employee, student, and other visitor with courtesy and professionalism, regardless of the visitor's personal history, past employment, or relationship with any individual at the school — discourteous treatment of one employee is a policy violation the same as similar conduct toward anyone else. A visitor who repeatedly disregards this policy, even where no single incident is serious on its own, may have continued access conditioned, restricted, or withdrawn by the Executive Director, regardless of the visitor's history with the school.

12. Reporting Concerns and Refusal of Entry

Any employee who observes an unidentified, unbadged, unauthorized, or concerning individual shall promptly notify the office, the Executive Director, or the school safety and security specialist, and may calmly direct the individual to the office when safe to do so; employees should not physically confront, restrain, or pursue an individual outside approved training and emergency procedures. Immediate reporting is required for a visitor who refuses to identify or check in, enters a restricted area, misuses a badge, behaves in a threatening or unusual manner, attempts to contact a student or obtain confidential information without authorization, or refuses to leave when directed. For an immediate or suspected threat, employees shall follow emergency procedures and contact 911. Anyone — student, parent, or visitor — may report a concern to any employee, who shall promptly relay it to the Executive Director or designated safety personnel.

The Executive Director or designee shall factually document significant visitor concerns or policy violations, and may deny, restrict, postpone, or terminate a visit for any reason above or for providing false information, presenting a safety concern, or having no legitimate school-related purpose. A visitor directed to leave shall do so promptly; refusal may result in contact with law enforcement and may constitute criminal trespass under Utah Code §76-6-206. Restrictions involving a student's parent or legal guardian shall be reviewed by the Executive Director, with legal counsel consulted when appropriate, and the Board Chair informed of any long-term restriction.

13. Administration

Standard visitor procedures may be modified for active emergencies, large school-sponsored events, public events outside school hours, or approved pre-cleared volunteers, provided reasonable safety controls remain in place; BRCS shall also provide reasonable ADA accommodations in its visitor-management procedures. All employees share responsibility for maintaining controlled access and shall not let familiarity or perceived status replace required procedures; BRCS shall provide annual staff training on check-in, badge, and reporting



procedures. Visitor information shall be used only for legitimate safety and operational purposes and maintained consistent with GRAMA.

The Board delegates to the Executive Director the authority to establish and revise the administrative procedures, forms, signage, badge systems, training materials, and emergency processes necessary to implement this policy, provided they remain consistent with this policy and applicable law. The Executive Director shall report to the Board at least annually, or sooner if a significant incident occurs, on the operation of this policy; day-to-day visitor and access decisions do not require Board approval.

Legal References

- Utah Code §53G-8-806 — School Visitor Management Protocols
- Utah Code §53G-8-701.5 — School Safety Needs Assessments
- Utah Code §53G-6-803 — Parent Requests and Classroom Observation
- Utah Code §53G-11-402 — Background Checks for Volunteers and Non-Licensed Personnel
- Utah Code §76-6-206 — Criminal Trespass
- Utah Administrative Code R698-13 — School Safety
- Title II, Americans with Disabilities Act
- Utah Code Title 63G, Chapter 2 — Government Records Access and Management Act (GRAMA)