Bridges Charter School	Board Policy- **Registration of Visitors and Guests**	
Policy Number: **BP 1240.1**	**Adopted:** **2/09/2026**	**Revised:**

Posting of Notice

The Charter School Executive Director or his or her designee shall post at every entrance a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave the Charter School premises, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

Procedures for Visitors to Charter School Premises

1. Any person who is not a student of the Charter School or a Charter School officer or employee shall register his or her presence and the reason for visiting the Charter School to the Executive Director or designee immediately upon entering the Charter School premises.

2. The Executive Director or designee shall provide identification to be used by all visitors at all times while on Charter School premises. The visitor shall make this identification visible at all times.

3. All visitors registering with the Executive Director or designee, including immigration-enforcement officers (unless exigent circumstances necessitate immediate action and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit) will provide the Executive Director or designee with his or her name, address, occupation, age, if less than twenty-one years-old, his or her purpose for entering the Charter school premises, and present proof of identity and any other information as required by law. In the instance where an immigration enforcement officer attempts to access the school site or a student, the School's policy on "Responding to On-Campus Immigration Enforcement" shall be consulted and followed.

4. The Charter School shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

5. No person who furnishes the information set forth in this policy and who provides proof of identity shall be denied registration except if the Executive Director or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt the Charter School, its students, its teachers, or its other employees or volunteers, result in damage to property, will result in the distribution or use of unlawful or controlled

substances, or will interrupt classroom(s), interferes with the peaceful conduct of the school's activities, consistent with local circumstances and practices.

6. The Executive Director or designee may revoke a visitor's registration if the Executive Director or designee has reasonable basis for concluding that the visitor's presence on Charter school premises would likely interfere or is interfering with the peaceful conduct of Charter School activities, is interrupting classroom activities or is disrupting the Charter School, its students, its teachers, or its other employees or volunteers.

7. Charter School employees and volunteers should at all times watch for strangers on the Charter School premises. Employees or volunteers who encounter a visitor not displaying the appropriate identification should ask the visitor whether he or she has registered with the Executive Director or designee. Employees and volunteers should immediately inform the Executive Director or designee of any visitor, including immigration enforcement officers, who refuse to comply with registration requirements.

8. Any possession of unauthorized dangerous instruments, weapons, or devices on school grounds shall be reported immediately to the Executive Director or designee and may be reported to the local law enforcement agency.

9. Any person who fails to register within a reasonable time after entering the Charter School premises, who fails to leave upon the request of the Executive Director or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.

10. School personnel shall report entry by immigration-enforcement officers to the appropriate administrator and law enforcement officials as would be required for any unexpected or unscheduled outside visitor coming on campus. Refer to BP 5135.4 for immigration enforcement policy and procedures.