

JACKSON LOCAL  
SCHOOL DISTRICT



# Visitor's Guide

Building Access to our Schools  
during COVID-19

# Building Access During COVID-19

Generally, in an attempt to protect the health and safety of the students and staff at each of our buildings, entry into any building will not be allowed unless necessary. All visitors (including parents/guardians) will need to make an appointment before entering any Jackson Local School District building. Additionally, there will be no admittance to the premises for lunch with students, unscheduled visits to classrooms, or similar activities.

- Visitors without Appointments
  - To reduce gathering at building entrances, visitors without pre-approved appointments will be asked to return to their vehicles and call the office to facilitate an appointment.
- Visitors with Appointments/Meetings
  - Visitors should perform a self-check against COVID-19 symptoms before arriving at the school building. Visitors exhibiting symptoms of COVID-19 will not be allowed to enter any school building.
  - To reduce gathering at building entrances, visitors will be asked to notify the school of their arrival via cell phone. Visitors will remain in their vehicles until the school employee is ready for the appointment.
  - Once notified, the school is ready for the visitor's entry, visitors will enter via the building's main entrance. Visitors will be required to remove their face covering at the video doorbell before entry.
  - After approval for entry, visitors will be asked to replace and maintain their face covering during the entirety of their visit to the school.
- Student Late Arrivals (Elementary and Middle School Only)
  - Parents/Guardians will be asked to come to the main entrance of the building (no appointment necessary) and advise the office staff of the student's late arrival.
  - The parent/guardian will be required to remove their face covering at the video doorbell before entry.
  - Parents/Guardians will then be buzzed into the vestibule and will be asked to sign the student into school on the late arrival form.
- Parents/Guardians Bringing Items to School (Forgotten Lunches, Supplies, etc) - Emergency Situations Only
  - **For the safety and security of the students and staff, parents/guardians are STRONGLY discouraged from bringing items to school for their students and are encouraged to do so only in emergencies.**

- Parents/Guardians will be asked to place items being dropped off for students in a bag or container that is clearly marked with the student's name and teacher's name.
- Parents/Guardians will come to the main entrance of the building (no appointment necessary) and advise the office staff of the item(s) being dropped off. The parent/guardian will be required to remove their face covering at the video doorbell before entry.
- The parent/guardian will be buzzed into the vestibule and the items placed on a designated table.
  - **If the parent/guardian is delivering medication to the school, the parent/guardian will need to call the school office upon arrival at the school building and explain their need to drop off medication. After the proper staff member is located, the parent/guardian will be contacted via phone while waiting in the school parking lot and asked to come to the main entrance.**
- Student Early Dismissal to parents/guardians (Elementary and Middle School Only)
  - **For the safety and security of the students and staff, parents/guardians are STRONGLY encouraged to send a note to school if they are requesting an early dismissal.**
  - Parents/Guardians picking up their child(ren) during the school day will be asked to notify the school of their intent via cell phone and remain in their vehicles until the student is located.
  - Once the student is located and arrives at the office, the office staff will notify the parent/guardian via cell phone.
  - At that time, the parent/guardian will come to the main office entrance and identify themselves to the office staff via the video doorbell (removal of face covering required). After being identified by the building secretary or security staff, the parent/guardian will be allowed entry into the vestibule area and will be asked to sign the student out on the documents provided.