Ogden Preparatory Academy (OPA) appreciates our active community of visitors and volunteers. The purpose of this procedure is to create consistency in both offices regarding both groups, and to establish procedures to protect current students and student data according to Federal and State privacy laws.

Due to data privacy laws, all visitors and volunteers should not have access to any student files, Student Information Systems, or student data; this includes being able to see information on computer screens that may include specific student data. Visitors and volunteers should not be allowed to use devices that are logged in to student or staff accounts. Every attempt shall be made to supervise and minimize access to data.

OPA will utilize a background check screening system to screen all visitors and volunteers prior to admittance beyond the front office waiting areas. Any visitor or volunteer who is not approved by the screening system, shall not be permitted past the front office waiting area. Former students of OPA may be allowed to visit staff members without screening.

Adult Visitors

Adult Visitors are parents, relatives, or adults who are entering OPA in order to conduct business related to their student that is not within a volunteering capacity.

Adult visitors will follow the procedures below:
- Adult visitors must check into the office by speaking to a secretary, describing why they are present at the school, and signing-in via the screening system.
- If the visit requires leaving the office area, the secretarial staff will give the adult visitor a name badge and notify any relevant school staff.
- If the adult is not approved by the screening system, he/she will be required to stay in the office area.

Adult Volunteer

Adult Volunteers are parents, relatives, or other adults who are entering OPA in order to volunteer with a specific staff member or participate in community service within the building.

Adult Volunteers will follow the procedures below:

- Adult volunteers must check into the office by speaking to a secretary, describing why they are present at the school, and signing-in via the screening system.
- The visitor will be given a name badge and allowed to conduct volunteer business.
- If the adult is not approved by the screening system, he/she will be required to stay in the office area and will not be allowed to participate in volunteer duties.

Student Visitors

Student Visitors are former students of OPA who have returned to the school in order to visit teachers, obtain paperwork, pick up siblings, or conduct any type of business or social interaction with the school.

Student visitors will follow the procedures below:

- Student visitors must check into the office by speaking to a secretary and describing why they are present at the school.
- If it is during school hours (8:00am-3:00pm), the student visitors will be expected to stay in the front office waiting area.
- Outside of school hours, student visitors may walk through the building to conduct business as explained to the secretarial staff (visiting former teachers, picking up siblings, etc.)
- Student visitors shall not enter the back office or the secretarial area. If a student visitor becomes distracting to students or staff, he/she may be asked to leave the building.

Student Volunteers

Student Volunteers are former students who have arranged with a teacher or staff member to serve volunteer hours or community service in the building.

Student Volunteers will follow the procedures below:

- Student volunteers must check into the office by speaking to a secretary and describing why they are present at the school.
- Student volunteers will sign in using the screening system if they have an ID and obtain a name badge. If they do not have an ID, they will be manually entered by staff.
- Student volunteers may enter areas of the building necessary to complete their volunteer work.

Document History

Legal References