

## **VISITORS TO SCHOOL DISTRICT BUILDINGS AND CLASSROOMS**

### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education, and safety of students and employees and are conducted within the procedures and requirements established by the School District.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### **III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

### **IV. RESPONSIBILITY**

- A. Each building Principal may have individual requirements for visitors including, but not limited to, notification of visitor presence to Principal, visitor sign-in, and/or accompaniment of visitor by School District employee.
- B. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students, and advisory groups, and shall be communicated to the

school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

- C. The superintendent shall be responsible for providing to provide coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

## **V. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the School District procedures and regulations or if the visit is not in the best interest of students or employees of the School District.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified for visitor parking and during appropriate hours. When unauthorized vehicles of visitors are parked on school property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school Principal or a person designated by the school Principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

## **VI. CLASSROOM VISITATION PROCEDURES**

- A. Parents and visitors who wish to make a classroom visit must contact the designee, at least one day in advance and they must give the purpose of the visit. The Superintendent, or their designee, reserves the right to deny a request for a classroom visitation.
- B. Visitors must report to the office before going to a classroom for visitation. Visits are limited to one hour and only if the visitation does not

appear to disrupt or distract the students or the employee working environment, as determined by the building Principal.

- C. The designee does deny a request to observe a classroom, other options and alternatives to room visitation may be explored.

Revised and approved:	03/01/88	Reviewed 09/09/19
	01/04/01	
	01/12/09	
	03/19/12	
Reviewed	08/24/15	
	02/05/18	