

VISITORS TO SCHOOLS

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Principal or his/her designee is responsible for all persons in the school building and on the school grounds.

Visitors are defined as any person who is not a regular District employee, Board of Education member, or student of the school.

Visits During Regular Academic Hours

1. All visitors to the school must enter through the designated single point of entry upon arrival at the school. There they will be requested to present photo identification. If photo identification is not available, another form of identification will be requested and reviewed. They then will be required to sign the visitor's register, and will be issued a visitor's identification badge, which must be worn at all times while in the school building or on school grounds.
2. During the operational school day, the Building Principal will have the discretion to require sign-in only at large events. For example, for a mid-day concert or play, visitors would be required to sign in but may leave en masse at the conclusion of the event. The Building Principal will then have the responsibility of checking or sweeping the building at the appropriate time to verify that all visitors have left the building.
3. In general, the Building Principal or his/her designee must be contacted by individuals or groups wishing to visit. Prior approval must be obtained for the visit.
4. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher. The appointment should be coordinated through the Building Principal or his/her designee. The expectation is that appointments will be made as soon as possible without disrupting the instructional day.
5. Parents or guardians are encouraged to visit guidance counselors, school nurses, school psychologists, and other support personnel by appointment in order to discuss any problems or concerns the parent or guardian may have regarding his/her child, whether school related or not.
6. Parents or guardians who wish to observe a classroom or school activity while school is in session are required to arrange such visits in advance with the Building Principal and classroom teacher(s) so that disruption to instruction is kept to a minimum.

7. Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board rules, regulations, and policies. In questionable cases, the visitor shall be directed to the District Office to obtain written permission from the Superintendent or his/her designee for such a visit, or the release of student information
8. The Building Principal is authorized to take any action necessary to secure the safety of students and school personnel. Any unauthorized person on school property shall be reported to the Building Principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
9. All visitors are expected to abide by the rules for public conduct on school property contained in the District Code of Conduct. Persons who violate this Code shall have their authorization, if any, to remain on school grounds or at the school function withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to removal. The police may be called if safety is in question or the overall situation warrants this action.
10. In specific circumstances where general visitor guidelines have been broken, the Superintendent or his/her designee may require that all school-related meetings be held at the District Office and not the child's specific school building.
11. For special events held during the regular academic day, such as public elections, the District shall have the authority to designate specific entrances and exits to these sites to maintain student safety. Additionally, the District will offer spaces which can be isolated from the regular operation of the school building.

Visits After Regular Academic Hours, on Weekends, Holidays, and During the Summer

1. Visitors attending school functions that are open to the public after regular academic hours, such as Parent-Teacher Association meetings, public gatherings, concerts, or athletic events are not required to sign in or register, but should follow Code of Conduct guidelines as well as general safety expectations while on school property.
2. After-school or summer programs involving student academic support or child care will require sign-in and registration as per the safety guidelines of each specific program.

Visits to and Utilization of School Grounds

1. While welcome to use school grounds and play areas during off-school hours, community members should not be utilizing these areas during regular academic hours without permission from the Building Principal or his/her designee.
2. Safety expectations as identified in the Code of Conduct and on signage should be followed by community members.
3. No smoking is allowed at any time on school property.

4. Utilization of school facilities/property for any purpose requires the completion and approval of a Facilities Use Form. The form is available in all school buildings and the District Office.

Cross-Reference: 1500, Public Use of School Facilities
 1520, Public Conduct on School Property
 1530, Smoking or Use of Electronic Smoking Devices on School Property
 5300, Code of Conduct
 9530, Smoking/Use of Tobacco in School Facilities/Buildings/Vehicles

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