

## **VISITORS TO SCHOOLS**

The Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, Principals will institute administrative procedures concerning visitors to the schools. Such procedures will be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines will be incorporated in all building-level administrative procedures concerning visitors.

- A. The term “visitor” will apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors will report to the main office upon arrival at the school.
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program or to meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual Board members will follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Board duties.
- E. Visitors will comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school will be asked to leave the premises.
- F. The Principal/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, people who represent the news media, profit-making businesses, fundraisers and other organizations seeking access to students/staff.
- G. School staff will report unauthorized persons on school grounds or in school buildings to the Principal/designee. Unauthorized persons will be directed to leave the premises immediately.
- H. The Principal/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons/violations of the law by visitors to the schools.

Cross Reference: BCA – Board Member Code of Ethics  
EBCA – Crisis Response Plan  
JLF – Reporting Child Abuse and Neglect

DATE ADOPTED: JULY 1, 2003