

VISITORS TO THE 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, building administrators shall institute administrative procedures concerning visits to the schools. Such procedures shall 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. Procedures will be written with consistency between multiple facilities within the same grade-level (i.e. K-2).

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.

All visitors will report to the main office upon arrival at the school. This will not apply to parents or citizens who have been invited to the school for an open house, performance, or other planned program.

All visitors who wish to visit classrooms, observe aspects of the instructional program or 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.

Individual School Board members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Board duties.

Visitors will comply with 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.

The building administrator/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 is not be limited to, the news media, profit-making businesses, fundraisers, and other organizations seeking access to students and/or staff.

School staff will report unauthorized persons who are on school grounds or in school buildings to the administrator/designee. Unauthorized persons will be directed to leave the premises immediately.

The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations or the law by visitors to the schools.

Cross Reference: JLIB – Student Dismissal Precautions
 JLF – Reporting Child Abuse and Neglect
 KLG – Relations with Law Enforcement Agencies

Adopted: May 3, 1984

Revised: November 7, 2002
 June 20, 2013