



A World-Class Community of Learners

903P Visitors To School District Buildings and Facilities Procedures

Definition of "Visitor"

A "visitor" means any person who enters a district facility except for the following: enrolled students who are in the facility to attend school, to participate in a school sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the District; central administrators; employees who are assigned to work at the facility or are otherwise authorized to enter the facility; and volunteers who have been assigned to be in the facility at the time of the visit.

Post-Secondary Enrollment Options (PSEO) 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.

I. Procedures

A. Visitor Procedures.

All visitors must comply with the following procedures when entering a District facility, unless they are attending an event or activity that is open to the public such as School Board meetings, athletic events, or parent-teacher conferences:

1. Immediately upon entering a District facility, all visitors must report to the administrative office or reception desk. Signage to this effect must be prominently displayed on or near all unlocked doors to the facility.
2. Upon reporting to the administrative office or reception desk, all visitors provide information including but not limited to: names, purpose of their visit, time of their arrival, and the location in the building where the visit will occur.
3. School board members who visit schools as individuals have no more authority than does any other citizen. The authority of school board members is limited to regularly-called meetings of the school board, or to those situations in which specific tasks have been delegated by School Board action.

4. Parents who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the classroom teacher or the building principal.
5. The building principal or a designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A central administrator will follow this policy in determining whether or not permission will be granted for a visit to a District facility that is not a regular school building.
6. If permission for a visit is granted, the visitor will be given a visitor's identification badge containing the visitor's name and the location in the building where the visit will occur.
7. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in a District facility.
8. If a District employee sees a visitor in a school building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
9. Upon completing a visit, a visitor must return to the administrative office or reception desk, return the visitor's identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.

B. Visits to Classrooms.

Subject to the requirements of this policy, parents may observe their children in the classroom for up to three hours on three occasions per school year.

1. Parents who wish to observe their child in the classroom during the regular school day must schedule the visit at least three (3) school days in advance with the building principal.
2. A central administrator or building principal may consider the allowance of additional time beyond two visits if he or she deems appropriate.
3. A central administrator, building principal, assistant principal or designee may reschedule or terminate any visit in the event of emergency or unforeseen circumstances.

C. Parent Procedures for Communicating with Children

The District recognizes that under limited circumstances parents may occasionally need to communicate with their children during the school day. When this need arises, parents

must follow one of the following procedures:

1. Parents may call the office and ask to speak with their child. School staff will then locate the child and instruct the child to come to the office to speak with the parent by telephone. This may occur by making an announcement over the school's intercom system. Students generally will not be permitted to place or receive a call from a classroom.
2. Parents may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents may not go directly to a classroom or to any other location in a District facility without complying with the Visitor Procedures stated in this policy.
3. Students will not be permitted to make calls or receive calls on personal cell phones during class.

V. Administrative Procedures in Response to Inappropriate Conduct

A central administrator, building principal, assistant principal, or designee may take the following steps when a visitor violates this policy or engages in other inappropriate conduct:

1. Notify the offending visitor that his or her conduct is inappropriate.
2. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.
3. Notify the offending visitor that he or she is required to immediately leave the building.
4. Contact law enforcement.
5. Document the incident.
6. Take other action that the central administrator, building principal, assistant principal, or designee reasonably deems to be prudent or necessary in order to (a) protect the safety of students, staff, or school property; and (b) maintain an environment that is conducive to learning and working.
7. Any step or steps of this procedure may be skipped or addressed at a later time if the central administrator, building principal, assistant principal, or designee determines, in the exercise of his or her professional discretion, that immediate removal of the offending visitor is in the best interests of the students or the staff.

II. Expectations for Visitor Conduct

- A. **Required Conduct.** All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building.
- B. **Prohibited Conduct.** Visitors must not do any of the following during a visit:
1. Violate any law;
 2. Violate any District or school policy, regulation, rule or procedure;
 3. Make any threat or engage in any threatening behavior;
 4. Engage in any conduct that is designed to intimidate another person or that could reasonably be expected to intimidate another person;
 5. Use obscene or foul language;
 6. Demonstrate hostility toward another person;
 7. Use inappropriately raised voice, shouting and yelling towards a staff member or student;
 8. Make or participate in making any personal attacks against another person;
 9. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
 10. Unpermitted and unwelcome physical contact of any nature, regardless of the degree of force used;
 11. Photograph, film, or otherwise create an audio or video record of any students, employees, or volunteers of the District outside of an event that is open to the general public;
 12. Enter onto school property while impaired from the use of alcohol or any other chemical;
 13. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include talking with a teacher or a student while observing in a classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

***NOTE: This procedure may not be construed to limit the ability or right of any person to file a complaint in accordance with any law or District policy governing the filing of complaints.*

III. Grounds for Denying a Request to Visit

- A. **Parent Visits for Purpose Other than Classroom Observation.** A central administrator, a building principal, an assistant principal, or designee may deny permission for a parent to visit any part of a District facility if the central administrator, the principal, the assistant principal or the designee determines that:
1. The parent has refused or failed to comply with any part of this policy;
 2. The parent violated any rule or procedure of this policy while visiting a District facility on a prior occasion during the school year;
 3. The requested date or time for the visit is educationally inappropriate or inconvenient;

4. The parent created a disruption during a prior visit and is likely to create a disruption if permitted to visit again;
5. The parent presents a risk of harm to other persons, including but not limited to students, staff members, other parents or community members, or to District property;
6. The parent's parental rights have been terminated or the parent does not have physical or legal custody or visitation rights during the school day or the period of time when the parent wants to visit the District facility;
7. The parent's actions or words suggest that the parent is impaired from using alcohol or another chemical.

B. Classroom Observations by Parent. A central administrator, the building principal, an assistant principal, or a designee may deny a parent's request to observe his or her child in the classroom, or may revoke permission for such a visit, if the central administrator, principal, assistant principal, or designee determines that:

1. Any of the reasons for denying a visit in Section III of this procedure have been met;
2. The parent has failed or refused to schedule the classroom observation in advance;
3. The parent observed in the classroom on a prior occasion during the school year and created a disruption or violated this policy;
4. The requested date or time for the visit is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute teacher or guest speaker is present, or when students are going on a field trip;
5. The parent has already observed the child in the classroom on at least three prior occasions or for three or more hours during the school year;
6. The parent's parental rights have been terminated or the parent does not have physical custody or visitation rights during the school day or during the specific period of time when the parent wants to observe the classroom; or
7. In the discretion of the building principal or another administrator, the parent's presence in the classroom is not in the best interests of the student, other children, or staff.

C. Classroom Observations by Independent Examiner. If the parent of a special education student requests an independent educational evaluation or hires an independent examiner to evaluate the student, and the parent requests that the independent examiner be permitted to observe the student in the classroom, the District will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies with this policy and does not create a disruption.

D. Visits by Third Parties. A central administrator, a building principal, or assistant principal, or a designee may, as he or she sees fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility.

IV. Parent's Right to Appeal Denial of Request to Visit

If a parent believes that his or her request to visit a District facility has been improperly denied, the parent may submit a written appeal to the Superintendent. The decision of the Superintendent or a designee is final.

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