

VISITORS TO THE 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 periodically observe the hard work and accomplishments of District's schools. The Board recognizes that many visits to its schools occur during regularly scheduled events (e.g., concerts, plays, PTA meetings, parent-teacher conferences, etc.) and welcomes the community's attendance and support at such events. The Board recognizes that there are also occasions when parents and/or guardians wish to visit their child's school or classroom at other than regularly scheduled events. Under those circumstances, such visits will be made on the basis of a defined need and shall be made only with the prior approval of the Building principal. The Board recognizes that such visits may be constructive but they must not, however, interfere with the education process. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a "visitor."
2. All visitors to the school must enter through the designated single point of entry and report to the office of the Principal upon arrival at the school. Persons unknown to the greeter will be required to present photo identification, 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 or on school grounds. The visitor must return the identification badge to the Principal's office before leaving the building.
3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to visit a classroom or school activity while school is in session are required to receive prior approval for such visits in advance from the Building Principal, on the basis of a defined need and in his or her discretion, so that class disruption is kept to a minimum.
5. Where such visits are approved by a Building Principal, teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

7. All visitors are expected to abide by the rules for public conduct on school property contained in this policy and the Code of Conduct, Policy 5310.

Cross-ref: 5310 Code of Conduct

Effective Date: December 1, 2020