

VISITORS TO THE SCHOOLS DURING SCHOOL HOURS

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 principals shall institute administrative procedures concerning visitors 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.

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

A. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.

B. Upon arrival at the school, all visitors shall immediately report to the main office to sign in and to receive a temporary badge to be worn for the duration of the visit.

C. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as she/he considers necessary.

D. Visitors shall 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 shall be asked to leave the premises.

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

F. Persons entering the school building without authorization from school officials and who fail to report to the main office upon arriving on campus or entering the building are considered “unauthorized persons” and will be requested to report to the office immediately to sign in.

School staff shall then report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons who refuse to follow protocol shall be directed to leave the premises immediately.

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

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