

School Visitor Rules

1. A visitor is defined as any person seeking entry to a school building who is not an employee of the District or a currently enrolled student.
2. All visitors shall report to the school office when either arriving or leaving the school premises. Notices shall be displayed prominently indicating that all visitors are required to register with the school office and to obtain authorization from the building principal to remain on premises. All visitors shall be required to wear an appropriate form of identification when on school premises.
3. Whenever possible, visitors should obtain authorization from the principal in advance.
4. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted.
5. If conflicts occur because of the number of visitor requests or other circumstances, parents/guardians of currently enrolled students will generally be given preference.
6. All school visitors must comply at all times with Board policies, administrative rules and school regulations.

School Visitor Responsibilities:

1. Report to the school office when entering the building during school hours, (except when attending scheduled school programs that occur during the regular school day).
2. Inform the secretary or a staff member which student he or she wishes to see and ask the school secretary if that person is available. Regular school volunteers need only to complete the visitor logbook:
3. Record the following information in the visitor logbook:
 - a. name
 - b. name of the person/classroom he/she is visiting
 - c. purpose of the visit
 - d. time of arrival
4. Wear a visitor badge in clear view and proceed to the location or person to be seen.
5. Report to the school office after conducting the visit to:
 - a. Record his/her time of departure
 - b. Discard his/her visitor badge.

Presence of Persons During Classroom Instruction

No person other than students, teachers or other authorized district employees may be present in any classroom while class is in session unless such person has received authorization from the District Administrator, or designee.

When determining whether to permit the presence of a person during classroom instruction, the following factors should be considered: 1.) The purpose for which the person desires to be in the classroom, 2.) The relationship of the person to any other person in the classroom (e.g., parent/guardian), and 3.) The anticipated impact of the presence of the person in the classroom upon the educational function to be carried out in the classroom while the person is present.

The person(s) designated to make these determinations are given the authority to impose such conditions upon the presence of the person in the classroom to ensure that the educational environment, including hallways and corridors, not be disrupted, impaired, or diminished. Such conditions may include, but are not limited to the following: 1.) Designating a particular place or seat in the classroom for the person, 2.) Instructing the person not to speak while the class is in session unless requested or authorized to do so by the teacher, 3.) Instructing the person not to stand up, move about, or leave the classroom while the class is in session unless authorized by the teacher, 4.) Requiring the dress and grooming of the person to be consistent with the dress code for the students within the building.

In the event a person authorized to be in the classroom fails to comply with any reasonable conditions imposed, the teacher may immediately request such person to leave the classroom and may call for assistance from an administrator. If the person refuses to cooperate, appropriate law enforcement officials will be contacted for assistance.

Presence of Persons During School Hours/School Sponsored Activities

No student who is under suspension, expulsion, or other disciplinary action excluding him/her from attending school within the District may be present within the school or upon school grounds while school is in session without first receiving authorization from the District Administrator or Principal. Other visitors, including parents and vendors are expected to sign in following office procedures. Parents dropping off or picking up children from school do not need to sign in if they do not enter the building. For purposes of Board Policy, the terms "school session" and "school hours" mean from 7:45 a.m. to 3:30 p.m. of any day that classroom instruction and before/after school child care is conducted or for school-sponsored events taking place at other times. Parents/guardians assisting students with transporting projects and materials for classroom activities are encouraged to accompany their child(ren) to the appropriate area of the building. Parents/guardians are discouraged from escorting children to class before school or meeting them at the classroom after school. Particular exceptions to the above may be granted at the discretion of the District Administrator and/or his/her designee. The District Administrator has the authority to prohibit individuals, including parents, from escorting children to the classroom before or after school if, in the judgment of the District Administrator, such action is necessary to ensure a safe and efficient learning environment.

Permanent notices placed on exterior doors indicate that persons must register and be authorized to remain upon school premises.

Presence of Persons During Non-School Hours

No person except a district employee may be permitted in school buildings during the hours of 10:00 p.m. to 6:30 a.m. the next day unless he/she has received written authorization from the Building Principal or District Administrator. Particular classification of individuals maybe covered by general authorization such as exercise groups or basketball/baseball leagues. This does not apply to students engaged in school-sanctioned extracurricular activities during other than school hours.