

COMMUNITY RELATIONS

Visitors and/or Disruption of School Operations

Visitors

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

- A. All visitors must register at the office upon their arrival at school;
- B. Visitors whose purpose is to influence or solicit students shall not be permitted on school grounds unless the visit furthers the educational program of the district.
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal or designee has conferred with the teacher;
- D. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities; and
- E. The principal or designee may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or designee may withdraw approval. ~~In either case, the principal shall give reasons for the action.~~

F. If the principal or designee determines that the visitor should be ordered to leave the campus or have his/her future access restricted, the principal or designee shall attempt to communicate that information to the visitor in person or by telephone. Following an attempt at oral communication, the principal or designee may issue a trespass notice in written form. A copy of the notice should be provided to the appropriate regional deputy/assistant superintendent within 24 hours of its issuance.

FG. If a dispute arises regarding limitations upon or withholding of approval for visits,:

- ~~1. T~~**1. The** visitor shall first discuss the matter with the principal or designee. ~~If **it the matter** is not satisfactorily resolved, the visitor may request a meeting with the superintendent or designee. The latter shall meet with the visitor, investigate the dispute and render a written decision, which shall be final, **subject only to the citizen's right to raise an issue in open meeting at a regular session of the board.**~~
- ~~2. If the principal or designee determines that the visitor should be ordered to leave the campus or have his/her future access restricted, the principal or designee shall attempt to communicate that information to the visitor in person or by telephone. Following an attempt at oral communication, the principal or designee may issue a trespass notice in written form. A copy of the notice should be provided to the associate superintendent for instruction within 24 hours of its issuance.~~

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Disruption at School Activities

The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:

A. All visitors are required to check into the office upon entering a school building; ~~All entrances must be posted.~~

B. A visitor's badge should be worn and visible at all times;

~~CB.~~ Staff members are responsible for monitoring school facilities, including hallways and playgrounds. Unfamiliar persons are to be directed to or escorted to the office.

~~C. A visitor's badge with the current date should be worn conspicuously.~~

~~D. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff when a non-custodial parent requests to meet with the teacher of his/her child, visit with his/her child, or remove his/her child from the school premises.~~

~~E. If a visitor is under the influence of alcohol or a controlled substance, including marijuana (cannabis), is committing a disruptive act or invites another person to do so, the staff member may exercise the right to order the visitor off of school premises. If the visitor fails to comply, the staff member should contact the school office, which may, in turn, report the disturbance to a law enforcement officer.~~

Cross Reference:

[Board Policy 4314](#)

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Adopted: September 1981
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