

The Board of Education encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school principal or his/her designee before being permitted to visit the school building unless otherwise invited by the principal. The Board of Education, through the district administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

The Superintendent of Schools is responsible for developing administrative regulations for this policy.

ADOPTED: August 30, 1993
REVISED: October 27, 2003
REVISED: November 13, 2013

ADMINISTRATIVE REGULATIONS

VISITORS

In the interest of protecting the welfare of students and staff, preserving the privacy rights of students, minimizing disruptions to the learning process, and maintaining order and security on its premises, the following regulations have been established:

1. A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
2. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
3. When determining whether to approve a request to visit and/or observe student programs, the building principal or responsible administrator shall consider the following factors:
 - a. the frequency of visits;
 - b. the duration of the visit;
 - c. the number of visitors involved;
 - d. the effect of the visit on a particular class or activity;
 - e. the age of the student;
 - f. the nature of the class or program;
 - g. the potential for disclosure of confidential personally identifiable student information;
 - h. whether the visitor/observer has a legitimate educational interest in visiting the school;
 - i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information; and
 - j. any safety risk to students and school staff.
4. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy.
5. A refusal to comply with any of the Board's policy provisions and/or regulation concerning visitors shall constitute grounds for denial of the visitor's privileges, as determined appropriate by the building principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee. The principal or his/her designee is authorized to file a trespassing complaint the law enforcement authorities, when applicable and appropriate.

6. School volunteers are required to register in the visitor sign-in book when they are visiting or volunteering in the school.
7. Staff members should be alert to the presence of unauthorized visitors and report their presence to the principal promptly.
8. School volunteers are required to register in the Volunteer Sign-in book when they are visiting or volunteering in the schools.
9. Visitors are expected to follow school rules. Audio taping, videotaping, or photographing school activities by third parties may invade the privacy rights of students and staff, and will, therefore, not generally be allowed. Exceptions to this guideline may be made by the administration, subject to reasonable restrictions, as the administration may, in its sole discretion, decide. The Principal or her/his designee shall have complete authority to exclude from the school premises any persons who she/he has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing teachers or students on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act.