

## **VISITORS TO SCHOOLS AND ON SCHOOL PREMISES**

The Board of Education believes there are many benefits that can result from increased interactions with families and the public. Thus, parents, family members and community members are encouraged to visit the District's schools. At the same time, the District has a legitimate obligation to ensure that the visitors do not provide a disruption to the educational environment, protect the safety and welfare of the students, staff and others in the building and on school premises, and protect the District's facilities and equipment. A balance must be achieved between the potential benefits and risks associated with visitors in the building and on school premises.

In order to assure that no unauthorized persons enter the school all visitors shall report to the school office when entering the building, sign the visitors' register, receive authorization to visit the designated area of the building, and obtain a visitor's pass. Classroom visits must be unobtrusive to the educational setting and the learning environment, and may not occur on an excessive basis as determined by the principal.

Supervision of students throughout the school day and during unstructured times (i.e., recess, prior to the start of school...) is imperative to safety. Challenges to supervision are created when parents, adults not associated with the school staff, and siblings not enrolled in the school are present in the same area where students are supervised by school staff or volunteers. Therefore, individuals who are not students or staff and volunteers assigned to supervise will not be allowed to be present in the same area as the students. The principal/designee has the authority to apply exceptions to these restrictions as defined by special events (i.e., grandparents day, lunch with your child...).

The principal/designee has the authority to prohibit the entry of any person to the school and to the school premises, and to temporarily or permanently exclude any person when there is reason to believe the individual's presence is a disruption to the educational setting, detrimental to the good of the school and/or compromises the safety of students and staff. Principals/Designees also maintain authority to temporarily or permanently exclude any persons from activities or events in which the visitor requirements are suspended or abbreviated if it is believed the individual's presence is disruptive to the activity or event and/or compromises the safety of students and staff. School premises include any school building, grounds, recreation area, athletic field, or any other property owned used or operated by the school district. Principals shall have the discretion to set any appropriate conditions on the nature and extent of the visits. In exercising this discretion, the principal shall take into consideration the purpose of the visit, the impact of the visitor's presence, and the relationship of any visitor to the students. If an individual refuses to adhere to the request to vacate the premises, the local law enforcement agency shall be called upon for assistance.

Visitors to school or on school premises during school hours will adhere to the following requirements:

1. Report to the school office when entering the building.
2. Sign the visitors' register.
3. Provide personal identification to school staff, such as a driver's license or other identification with a picture. If the individual does not possess such a credential, and school staff cannot otherwise identify the individual, the visit may not occur or will occur under constant supervision of a school employee.
4. Receive authorization to visit designated area of the building or on school premises.
5. Obtain a visitor's pass.
6. Check out when the visit is completed.
7. Comply with any other procedure required by the principal of the building.

The principal will address any concerns directly with the individual/visitor, providing explanation for the concerns. Expectations for visiting the school building or school premises will be clearly stated and any questions of the individual will be answered.

Visitors unwilling to follow the required procedures or the request of the principals will not be granted access to the school or the school premises. Any refusal or aggressive behavior may result in contact with the police department.

### Sex Offender Notification Requirements

#### Notification Procedures

A registered sex offender who is requesting access to school premises must do the following:

- Provide written notification to the building principal/designee at least 24 hours prior to the requested visitation [Exhibit A].
- The principal/designee will make a determination regarding approval based on the specific request, the impact on the learning environment, and the impact on the students and staff.
- Denials will be given when the principal/designee anticipates a negative impact on the educational setting, the students and the staff, and if there is anticipation that safety will be compromised.
- The individual requesting the visitation will be notified in writing of approval or denial. Any request denied will be provided with the reason for the denial [Exhibit A].
  - The completed original will be given to the requester.
  - A copy of the completed document will be kept in a file in the school office.

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