

POLICY TITLE: Policy Concerning Patron Visits to the Schools

Patrons and other interested parties in the schools served by the Agency are welcome to visit the schools and administrative offices within the Agency. Visitors shall, by way of courtesy and necessity, observe the following:

1. Groups shall make advance arrangements with and secure the approval of the Agency Director.
2. Visitors shall report to the Director's office.
3. Visitations to individual classes shall be arranged by the Director.

Visitors to the Schools

While the Agency encourages visits by Board members, parents, and citizens to all Agency buildings, all visitors are required to report to the administration or principal's office upon entering any Agency building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors first report to the administrative office. This includes all parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the Agency, salespersons, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside school hours or during the teacher's conference or prep time.

Loitering/Unauthorized Persons

The principal has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of Agency policy may lead to removal from the building or grounds and denial of further access to Agency buildings or grounds.

Employees shall report to the principal any person loitering on or near a school building or school grounds. The principal may request such unauthorized individual leave or remove him or her from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist

in the removal. The principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

LEGAL REFERENCE:

None

POLICY HISTORY:

Adopted: 1992, Revised and approved 6/18/2012
Originally issued as Policy 105. Revised and reissued as Policy 4140 on January 19, 2022.