

## Community Relations

### Participation by the Public

#### Guidelines for Visitors to the Schools

In order to protect the educational program of the schools from undue disturbance, each principal shall establish guidelines and procedures for visitors which shall include the following:

- A. Every visitor to a school must register at the school office and provide a driver's license or other form of picture identification to receive a visitor's pass, which must be worn so it is clearly visible. Identification will be held in the office until the visitor signs out of the building. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property without authorization and should be asked to identify himself/herself properly and obtain permission or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from law enforcement.
- B. Registered sex offenders are prohibited by state law from being on public school premises unless they have provided the required notification, including the specific date, time and place of the visit and their status as an offender, to school officials. Exceptions include:
  - A registered sex offender who is on the school premises to vote.
  - A registered sex offender attending an activity that is not sponsored by the school.

It is the responsibility of the registered sex offender to provide the required school notification. After receiving prior notification, the principal or designee, shall determine whether the registered sex offender will be allowed to be present on school premises for the purpose of an event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment. Exceptions are considered for a registered sex offender who is the parent of a child enrolled at the school if the parent notifies the school of his/her status at time of enrollment and at the beginning of each academic school year. 24 hours written notice is required for any sex offender on active supervision and requires an approved escort for the duration of their visit. Violators will be asked to leave the premises.

- C. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the principal.
- E. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:

1. Visitations will not be allowed during examinations and independent study periods.
  2. The number of visitors at any one (1) time should not exceed two (2) parents.
- F. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- G. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
- H. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- I. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom, without the prior consent of the principal, as it may violate the privacy rights of students unrelated to the visitor.
- J. If the nature and instructional purpose of any activity calls for students to be segregated by gender for purposes of privacy, only visitors of the same gender may observe those groups in the privacy areas.
- K. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
- Visitors are to be encouraged to meet with the principal and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions.
- L. Except as set forth in District policy or in the case of “service animals” required for use by a person with a disability, no other animals may be on school premises at any time.
- M. No staff member is to transact business with a visitor who:
1. Does not have a visitor’s pass.
  2. Has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

**Policy Approved:                    June 19, 1985**

**Policy Revised:                    May 20, 2013**  
**August 25, 2014**  
**November 27, 2017**