

VISITORS

The Board welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the following regulations address visitors' access to the schools:

- A. Persons wishing to visit should make arrangements in advance with the school office.
- B. Upon their arrival at the school, visitors must register at the security desk. Visitors shall be required to have their government issued photo identification scanned. This identification may also be screened against one or more controlled databases. In schools where such technology is available and in use, visitors shall be required to undergo screening processes utilizing a magnetometer (metal detector). All bags shall be subject to search. Generally, school board members and staff members who display a valid district photo identification shall not be required to be screened nor required to provide their driver's license. The school security officer, however, may require school board members and staff members to undergo the same screening processes as any other visitor if he/she deems it appropriate in order to ensure the security of staff and pupils.
- C. No visitor may confer with a student in school without the approval of the principal. Should an emergency require that a student be called to the school office to meet a visitor, the principal must be present during the meeting.
- D. A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent or guardian or a person authorized to act on the behalf of a parent or guardian.
- E. Any visitor to the school whose presence or conduct is disruptive, or whose behavior (past or present) suggests that he/she intends or is likely to become disruptive may be requested to leave the school premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.
- F. Drop off boxes for items including, but not limited to textbooks, homework assignments, permission slips, payments, and pupil lunches shall be provided outside the entrance to each school building. Visitors bringing these items to school shall clearly label the item with the pupil's name and grade and place them in the designated box. Deliveries for pupils shall be limited to occasional use only for large, bulky projects or the inadvertent omission of the pupil or parent/guardian to transport a required item to school with the child. Regular deliveries,

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such as the regular provision of a hot lunch delivered to the school, daily textbook or bookbag delivery, etc. is prohibited due to its disruption of the educational process. Deliveries from third parties who are not the parent/guardian are prohibited. Visitors shall not be admitted into school buildings solely for the purpose of dropping off an item for a pupil.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

Staff members and pupils are strictly prohibited from propping doors open. Pupils and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

For the purpose of preventing unauthorized entry into the district buildings, the building principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;
- E. Security personnel working in the school building are dressed in uniform.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Superintendent or designee.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

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Possible

<u>Cross References:</u>	1220	<u>Ad hoc</u> advisory committees
	3327	Relations with vendors
	3515	Smoking prohibition
	3517	Security
	4131/4131.1	Staff development; inservice education/visitations/conferences
	5020	Role of parents/guardians
	5124	Reporting to parents/guardians
	5125	Pupil records
	5142	Pupil safety
	5145.11	Questioning and apprehension
	6144	Controversial issues
	9010	Role of the member

Key Words

Visits to the Schools, Visitors

Date Adopted: 08/23/2005

Date Revised: 05/21/2019

Rationale: Add additional policy language preventing the regular drop-off of items which disrupts the educational process. Clarifies that deliveries to pupils shall only be by authorized individuals.