

## **Visitors**

### Section A - Definitions

The following definitions apply to this policy:

1. School Property
  - a. Any physical areas used by school or district-sponsored or -related activities, whether or not such area is school or district property (including, but not limited to, district buildings, lands and offices), or at any location used for school-sponsored or related activities, performances, extracurricular and athletic events; and
  - b. Any means of school-supplied or sanctioned transportation to or from any of the above areas.
2. Visitor
  - a. Any person other than a:
    - i. student attending a district program;
    - ii. district employee; or
    - iii. Board member.

### Section B - Visitors and Contact on School Property

All visitors to school property are required to:

1. Report to a designated entrance for visitors;
2. Show proper identification;
3. Clear the district's security screening identification system;
4. Wear a visitor lanyard and badge in a manner that is visible to all employees and students at all times when on school property; and
5. Return the issued visitor lanyard and badge upon departure from school property.

Visitors must follow the previously stated procedures, except on those occasions when large groups of parents, friends, and community members are invited onto school property (e.g., an athletic contest in the evening). In these situations, visitors are not required to sign in, but must follow school officials' instructions and rules applicable to visitors.

Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the following paragraph, any person wishing to confer with an employee must contact that employee by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The school district expects mutual respect, civility, and orderly conduct among all people on school premises or at a school events or during school-related activities. No person on school premises or at a school event or during school-related activities shall:

1. Strike, injure, threaten, harass, or intimidate any other person.
2. Behave in an unsporting manner, or use vulgar or obscene language.
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.

5. Damage or deface school property.
6. Violate any law, ordinance, or Board Policy.
7. Smoke or otherwise use tobacco products.
8. Consume, possess, distribute, or be impaired by or under the influence of alcoholic beverages, cannabis, or illegal drugs.
9. Be present when the person's alcoholic beverage, cannabis, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he/she has complied with Board Policy 8310.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in violation of any law or ordinance; (b) in a risky manner, (c) above the posted speed limit, or (d) in violation of an authorized district employee's directive.
14. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

#### Section C - Visitor Access to Classrooms and Personnel

Access to classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14- 8.02(g-5). The following procedures in this section apply to parents/guardians, qualified professionals retained by or on behalf of the parents/guardians, and independent educational evaluators in furtherance of the development of appropriate educational and related services for a student.

1. These procedures apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for special education eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or student. A qualified professional means "an individual who holds credentials to evaluate the student in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master's or doctoral degree candidate." These individuals are referred to in the procedures in this section as visitors.
2. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the student. To minimize disruption, reasonable access means that the parent(s)/guardian(s) will be limited to a total of three (3) observations per school year during school hours, each observation lasting no more than one (1) hour. Observations and/or testing during instructional time as part of an evaluation by an independent educational evaluator or a qualified professional will be limited to a total of three (3) hours per school year, unless a longer duration of time is necessary based on the frequency and duration of observations and/or testing typically utilized by the school district or consulting evaluators and qualified professionals. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. The director of special education or designee may grant, deny, or modify the request, and the director of special education or designee's decision shall be final.
3. Visitors must comply with:
  - a. Board and school policies and procedures.

- b. Applicable privacy laws, including those laws protecting the confidentiality of educational records and the information contained therein, including the federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act (ISSRA), and their respective regulations.
    - c. All other conditions of this policy. Visitors may not disrupt the educational process.
4. If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
  - a. Observing his or her student in the student's current educational placement, services, or program, or
  - b. Visiting an educational placement or program proposed for the student.
5. If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or student, he or she will be afforded reasonable access as described above for the purpose of conducting an evaluation of the student, the student's performance, the student's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the student, including interviews of educational personnel, student observations, assessments, tests, or assessments of the student's educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. If one (1) or more interviews of school personnel are part of the evaluation, the interviews must be conducted at a mutually agreed upon time, date, and place that do not interfere with the school employee's school duties. An interview with an employee as part of an evaluator will be limited to a total of one (1) hour, unless a longer duration of time is necessary as determined by the director of special education or designee. The director of special education or designee may limit interviews to personnel having information relevant to the student's current educational services, program, or placement or to a proposed educational service, program, or placement.
6. Prior to visiting a school, school building, or school facility for observational purposes, a visitor must complete a Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes. This form serves to:
  - a. Inform the principal, director of special education, or instructional supervisor for special education in writing of the proposed visit(s), the purpose, and the duration, and
  - b. Identify requested dates/times for the visit(s) to facilitate scheduling.
7. The student's parent/guardian must consent in writing to the student's being interviewed by the named independent educational evaluator or qualified professional as part of a visit. To grant such consent, the parent/guardian must complete the Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes form contained in these procedures.
8. The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or student will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.

9. The visitor must acknowledge, before the visit, that he or she is obligated to honor all students' confidentiality rights and refrain from any disclosure of information. The visitor will provide this acknowledgment and agreement by completing the Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes contained in these procedures.
10. The principal, director of special education, or instructional supervisor for special education will attempt to arrange the visit(s) at times that are mutually agreeable. The building principal or designee will accompany any visitor for the duration of the visit, including during any interviews of employees.
11. If the visitor is an independent educational evaluator or a qualified professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.
12. These procedures apply to any public school facility, building, or program used by the district and to any facility, building, or program used by the district and supported in whole or in part by public funds. The student's case manager or other district designee must facilitate such visit(s) when the student attends a program outside the district, such as at a private day special education program or residential program, provided it is supported in whole or in part by public funds.

#### Section D - Convicted Child Sex Offender

State law (720 ILCS 5/11-9.3) prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender:

1. Is a parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as his or her retention and promotion, and notifies the principal of his or her presence at the school; or
2. Has been given prior permission to be present by the Board, superintendent, or superintendent's designee. If permission is granted, the superintendent shall provide the details of the offender's upcoming visit to the principal.

In all cases, the superintendent or designee who is a licensed employee, shall supervise a child sex offender whenever the offender is on school property.

#### Section E - Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the superintendent or designee, may meet with a school employee (or group of employees) in the school building during free-times of such employees. Such access shall be conducted in a manner that will not impede the normal operations of the district.

#### Section F - Enforcement

Any employee may request identification from any person on school property; refusal to provide such information is a criminal act. The principal or designee may direct the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected or prohibited from being on school property or at school-related events or meetings. The person, once removed from such property, events, or meetings, is also subject to being denied admission to such property, events, or meetings for up to one calendar year, subject to any conditions that may be established by the superintendent. Additional procedures for the prohibition from athletic and extracurricular school events of any person who engages in conduct that violates this policy are set for below.

Section G - Procedures to Deny Future Admission to Athletic and Extracurricular School Events

The district may make and enforce reasonable rules of conduct and sporting behavior for athletic and extracurricular school events. Before any person may be denied admission to athletic and/or extracurricular school events, the person has a right to a hearing before the Board. The superintendent may refuse the person admission pending such hearing. The superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct, along with a reference to the policy or procedure violated;
3. The proposed time period that admission to school events, meetings or property will be denied; and
4. Instructions on how to waive a hearing.

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