

C-2: Administrative Procedures

Visitors to the School



REFERENCES

[Board Policy C-2](#)

DEFINITIONS

Visitor: Any person seeking to enter a school building who is not a district employee or a student currently enrolled in that school.

PROCEDURES FOR IMPLEMENTATION

I. Types of School Visits

- A. **Scheduled visits:** Any type of meeting on school property with employees should be scheduled in advance. Meetings to discuss a student’s academic experience should be scheduled in advance so that all necessary participants are available to attend, and sufficient time is allotted.
- B. **Unscheduled visits:** Meetings to discuss pressing issues will be accommodated provided that the necessary participants are able to attend with minimal disruption to the educational environment or an employee’s assigned duties.
- C. **School-wide events:** Open events such as concerts, fairs, performances, athletic events, and assemblies may be opened to the public in addition to the local school community.
- D. **Non-school related meetings:** Meetings between an employee and another individual who has been invited to the school should occur outside the employee’s scheduled work time (before/after school, during lunch period or scheduled breaks). These meetings should not interfere with the employee’s ability to prepare for or conduct his/her work.
- E. **Unauthorized visits:** Individuals who have not received authorization from the principal or principal’s designee to enter the school premises. These individuals will be directed to the main office and/or escorted off school premises.
- F. **Presentations to students:** Prior to making any presentation, speakers and presenters, including district employees, must comply with the requirements outlined in Section I of the I-7: Administrative Procedures, Curriculum and Instructional Materials.

II. General Requirements for Visitors to Schools

- A. All individuals must report to the main office when entering or leaving school premises.
- B. Notices shall be displayed in each building indicating that all visitors are required to check-in at the main office and obtain authorization to remain on the school premises.
- C. All individuals must sign-in indicating their name, the purpose of the visit, and the name of the person they intend to meet with.
- D. All visitors must pick-up a visitor badge and wear it at all times while in the school.
- E. All visitors should proceed directly from the main office to the location of their scheduled meeting.
- F. At the conclusion of their meeting, visitors shall return to the main office, check-out, and return their visitor badge.
- G. All visitors must be respectful of the school environment and comply with all laws, local school rules, board policies, and district administrative procedures while on school property.

III. Visits by Elected Public Officials or Visits Sponsored by the Utah State Board of Education (“USB E”)

- A. If a visitor sponsored by USB E or an elected public official would like to visit a school, site administrators must do the following:
 - 1. Confirm the following details:
 - a. Name and organization of visitor
 - b. Purpose of visit (to see the library, look at DLI, etc.)
 - c. Name of the employee who will accompany the visitor while the visitor is on school property
 - d. Date and time of the visit
 - e. Level of interruption caused by the visit (walking through classes, talking to students, meeting with teachers or admin, etc.)
 - 2. If the visitor is an elected official, ensure that the visit will comply with Section II of the G-17: Administrative Procedures, Political Activities on District Property. Specifically, ensure that the visit is not a campaign activity.

- a. If press or an elected official will be present, please include the executive director of communications and community relations on all emails.
3. Email the relevant information to your supervisor, the head of the school leadership and performance department, the applicable area director, and the principal.
4. When arriving at the site, ensure that the visitor signs in at the office and has a visitor's pass.
5. Do not leave the visitor unattended on the school site.

IV. Exceptions to Visitor Requirements

- A. Parents or other visitors who have been invited to visit a school for a school-wide event, see Section I.C., are exempt from the requirements outlined in Section II.A-F. above.
- B. Visitors coming to a school-wide event must proceed directly to the location of the event and leave the school premises upon the conclusion of the event.
- C. Visitors wishing to remain at the school after the conclusion of the event must check in with the main office and follow the requirements outlined in Section II above.

V. Visitors to Classrooms or Other Instructional Areas

- A. The principal has the discretion to restrict visitor access to particular classrooms or other instructional areas of the school.
- B. Visitor access to the school may also be restricted at certain times, including when standardized testing or other student assessments are being conducted.
- C. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be required of visitors, including but not limited to:
 1. remaining in a designated place or seat;
 2. refraining from speaking to students while the class or activity is in progress;
 3. refraining from entering or leaving the area while the activity is underway;
 4. requiring the visitor to be accompanied by a school employee; and/or
 5. limiting visits to particular times or lengths of time.

VI. Disruptive Behavior

- A. In accordance with state law, it is unlawful for any person to annoy, disturb, disrupt, or otherwise prevent the orderly conduct of the activities, administration, or classes of any school. The principal or principal's designee has the authority to exclude or remove anyone who creates or is likely to create an unreasonable and substantial disruption to a class, activity, program or other school function.
- B. Individuals who create an unreasonable and substantial disruption, or appear likely to cause such a disruption to the educational environment; prevent employees from fulfilling their work assignments; or create a safety concern for anyone in the building will be asked to:
 1. stop the unlawful behavior, and
 2. leave school premises.
- C. In the event that the disruptive behavior is severe, law enforcement may be called.
- D. Individuals who fail to adhere to these administrative procedures may have their ability to visit a school restricted and may be subject to criminal prosecution for criminal trespass, disorderly conduct and/or disrupting the operation of a school.

VII. Loitering and Other Prohibited Activities

- A. Any person who is not a member of the school staff or student body is prohibited from loitering on or about any school building or grounds. All employees are expected to inform the principal of any individual suspected of loitering.
- B. Unauthorized persons who enter a school building or school grounds and commit any unlawful act may be prosecuted in accordance with state law.

VIII. Guest Computer/Network Access

The district provides guest wireless access to non-employee and non-student users such as presenters, vendors, consultants, auditors, school community council members, PTA members and other such individuals who help meet the educational and business needs of the district. Guest access is NOT intended for students, teacher, or district employee use. Guest access only allows a limited number of connections and does not allow printing or access to other internal district functions and is filtered to comply with the Child Internet Protection Act. All activity on the guest wireless network is logged. All guests who use the district guest network or use a district computer must comply with Board Policy P-8: Acceptable Employee Use of Internet, Computers, and Network Resources and its associated administrative procedures.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695