

### VISITORS TO SCHOOL BUILDINGS

The Board of Trustees welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. Individual school board members will be considered visitors unless they are on board-directed business when visiting a school building. However, since schools are a place of work and learning, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following applies to visitors to the school:

1. A visitor is defined as anyone who is not a regular staff member or student of a particular school.
2. Any visitor shall inform the principal's office of his/her presence upon arrival at the school.
3. Parents or citizens who desire to observe a particular classroom while school is in session shall obtain approval for such visits in advance from the principal, assistant principal, or central office administrator. In the event the principal is not available, the principal shall designate an assistant principal to determine the approval for such visits. Before approving any visit the principal or the designated assistant principal shall confer with the teacher whose class is to be visited not less than 24 hours before the requested visit, to determine whether and when a visit may be appropriate, the length of the visit, and any other issues or concerns the teacher may have. Time limitations may be established so that class disruptions and distractions may be kept to a minimum. No person may disrupt, disturb, or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time. No visitor shall be allowed to videotape or record students in the classroom without the prior consent of the principal, as it may violate the privacy rights of students unrelated to the visitor.
4. Teachers who arrange visitors to their classroom or school shall inform the principal's office of such visitations.
5. Teachers shall not take instructional time to discuss class events, procedures, or individual matters with visitors. It is recommended that a separate time be arranged with the teacher to discuss the visitor's classroom observations.
6. No person on district property may assault, strike, threaten, menace, or use improper, indecent, or obscene language toward a teacher, instructor, other district employees, or students at any time.

Building principals are authorized to refuse entry to schools to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds. Furthermore, building principals or designees

are authorized to request assistance from law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of the district policy including but not limited to trespassing on school grounds, damage to school property, loitering, and disruptive activity.

This policy applies to all Lafayette School properties.

Board Adopted: August 8, 1994  
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