

POST FALLS SCHOOL DISTRICT NO. 273

Series 700: Business Procedures

Policy No. 708

Policy Title: Visitors to the Schools

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While Post Falls School District #273 encourages (district) trustees, parents/guardians, and citizens to visit district buildings; all visitors are required to report to the administration or principal's office upon entering any district building.

Building administrators shall ensure prominent notices are posted at each entrance requiring visitors to first report to the administrative office. This includes all parents, trustees, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, salespersons, representatives of the news media, former students, and any other visitors.

An individual who wishes to visit a classroom during instructional time may only do so with prior approval from the building principal or designee. Parents/guardians of district students shall have reasonable access to observe all school activities during school hours in which the student is enrolled, provided they have received prior permission. Parents/guardians who are otherwise legally prohibited from such access shall not be granted this permission. Such visits shall not be permitted if their occurrence, duration, frequency, or conduct on campus interferes with the delivery of instruction or disrupts the normal school environment. Parents/guardians who have been approved by the building principal or designee to observe their student within the school setting will be required to sign the Classroom Observation Confidentiality Agreement.

Nothing in this section shall prevent a reasonable denial of entry due to emergency or safety drills, situations outlined in school safety plans, an emergency lockdown, periods of statewide testing, school officials' enforcement of the provisions of section Idaho Code 33-512, or other specific situations listed in district policy or building rules.

Conferences should be held outside school hours or during the teacher's conference or prep time.

Conduct on School Property

The district expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a trustee, sports official or coach, or any other person;
2. Use profanity toward a student, staff member, trustee, sports official or coach, or any other person;
3. Damage or threaten to damage another's property;
4. Damage or deface district property;
5. Violate any Idaho law, or town or county ordinance;
6. Smoke or otherwise use tobacco products (any and all products or look-alike products containing tobacco or a nicotine delivery system to include e-cigarettes);
7. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons except in accordance with district Policy 504.12 Weapons Prohibited on School Property;
8. Impede, delay, disrupt, or otherwise interfere with any school activity or function, including using cellular phones in a disruptive manner;

9. Make an audio or video recording in the classroom without prior approval of the building principal and classroom teacher;
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board;
11. Operate a motor vehicle in:
 - A. a risky manner;
 - B. excess of 20 miles per hour; or
 - C. violation of an authorized district employee's directive;
12. Engage in any risky behavior, including rollerblading, roller skating, or skateboarding;
or
13. Violate other district policies or regulations, or an authorized district employee's directive.

Enforcement

The building principal or designee has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of district policy may lead to removal from the building or grounds. Building administrators are authorized by Idaho Code and the Board of Trustees to deny any person access to district buildings or grounds for up to one (1) calendar year. Persons excluded from district property may appeal to the assistant superintendent within 14 days.

Anyone observing a person violating this policy shall immediately notify the building principal or designee. The principal or designee may direct the person to leave or remove him/her from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal. The principal or designee shall notify the superintendent's office immediately if such a situation develops.

Unauthorized persons loitering in or about any school building or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

Legal Reference:

I.C. § 33-512	District Trustees – Governance of Schools
I.C. § 33-6601(8)	Parental Rights

Adopted: 8/11/2025