



Capital School District

Board of Education Policy

Section: Administration
Title: Visitor Policy/School Visitation
Policy #: 200-07
Date Approved: 07/18/12
Date Revised: 04/25/12

Purpose:

To provide a clear explanation of procedures for visitors and visitation in the Capital School District's public schools.

VISITING SCHOOLS IN THE CAPITAL SCHOOL DISTRICT

Type of Visitors/Visitations Covered

These rules apply to all persons other than teachers and pupils enrolled in the school who may come to the school for any reason during the school day.

The Superintendent of Schools may deem it necessary to implement this policy with specific administrative rules and regulations as he/she sees fit from time to time.

Parents/Guardians/Caregivers and citizens are generally invited and encouraged to show interest in all schools by way of visitation. Certain days and occasions may be designated as visitation days. Visitations at other times shall be arranged with the local school administrator – in keeping with any current administrative rules and regulations.

Procedures

All visitors must report to the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school principal or secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds. If the school staff desires, visitors may be issued a "visitor's permit." Principals and all school personnel shall closely watch for strangers, trespassers, and minors no longer in school who may be in their building or on school grounds without authorization.

Supervision of Visitors

Any person on school property who has not registered with the school office is illegally on school property and is to be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the principal has the authority to request aid from the law enforcement agency.