

RECOMMENDED

KAAA - VISITOR ACCESS AND COMMUNICATIONS IN THE SCHOOLS

Definitions

This policy defines the following:

- *School property* is defined in N.D.C.C. § 15.1-19-10(6)(c) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Visitors* are defined as any individual who is on school property and is not acting in the capacity of a student, district employee, or district board member. Visitors may include parents, contractors, vendors, service providers, and any other member of the public.

School Property Oversight & Visitor Access

The Board maintains custody and control of all school property under N.D.C.C. § 15.1-09-33 (2) and delegates to the Superintendent the oversight authority over school property and visitor access and appropriate communication procedures in accordance with the Superintendent's duties to supervise the general operations of the District in accordance with N.D.C.C. § 15.1-14-01. The Superintendent may develop regulations and rules regarding visitor pre-authorization requirements, check-in procedures, expected communications, safeguards, limitations, and restrictions to support this policy.

Visitor Expectations

The Board encourages parents and community members to interact with the District and attend Board meetings to become better informed about school operations and the District's educational goals and initiatives. State law requires public schools to be "free, open, and accessible at all times to any child" in accordance with N.D.C.C. § 15.1-06-01, with limitations as allowed under N.D.C.C. ch. 15.1-19 or other applicable law. Access to school property as a "visitor" is a privilege granted by the District in the best interest of the educational environment and only as authorized under the law.

Because schools are places of work and learning, visitors shall observe the following requirements when visiting district schools, which are created to ensure the educational environment is not disrupted:

1. Visitors shall comply with applicable state law and district policy/regulations while on school property. No person shall enter school property in violation of a court order, in violation of the law, for unlawful purposes, or for purposes unauthorized by the Board or administration. The District will comply with and make appropriate reports in accordance with state law on willful disruption of schools. See N.D.C.C. § 15.1-06-16 (prohibiting any person from (1) willfully disturbing a public school in session; (2) willfully interfering with or interrupting the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or (3) rebuking, insulting, or

threatening a teacher in the presence of a student). District policies pertaining to visitors such as, but not limited to, drug, alcohol, and tobacco use; weapons prohibition; sexual offenders; patron and personnel complaints; violent and threatening behavior; and other policies designed to maintain order and acceptable standards of conduct on school property;

2. Visitors are prohibited from engaging in disruptive conduct that is interfering or interrupting the orderly operation/management of the District, or that is insulting, harassing, or threatening toward district personnel or students. Visitors who engage in such conduct (verbally and/or in writing) may immediately be asked to leave school property, have communications monitored appropriately, and may be subject to safeguards, limitations, or restrictions on future visitor access to school property and communications with district personnel and students;
3. Solicitors are not permitted on school property except when authorized in accordance with state law and/or applicable district policy;
4. Visitors shall be prohibited from videotaping and/or otherwise electronically recording district students and staff at any time on school property. This prohibition includes, but is not limited to, parent-teacher meetings, parent-administrator meetings, and any meetings related to student education records and personal identifiable information (PII), unless there is an authorized exception under the law. Special education meetings in which the District has authorized school personnel to record the meeting so parents can have meaningful access and communication under the IDEA or other applicable law is an exception under this policy. The District will create, maintain, and control any authorized recording that is a student education record. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The District may also create an exception to this policy for members of the press; and
5. Any visitors allowed in classrooms or allowed to participate in education-related activities sponsored by the District must receive pre-authorization from administration. Authorization will not be granted for visitors to evaluate teachers, teaching methods, or curriculum. Visitors must abide by the District's policies and regulations protecting students' education records and privacy under the Family Education and Privacy Rights Act (FERPA).

Private tutors, contractors, authorized volunteers, or other outside parties providing services to students may be allowed on school property for the purpose of providing those limited services to students. Such visitors shall observe the same requirements as any other visitor when visiting district schools.

Sexual offenders as defined under N.D.C.C. § 12.1-20-25 are denied visitor access to school property unless authorized under the law or district policy. Visitors seeking access to school property who do not meet the legal definition of "sexual offender" but have pled guilty or been found guilty of a misdemeanor offense under N.D.C.C. ch. 12.1-20 (Sex Offenses) may be restricted, limited, or denied access to school property

when the health and/or safety of students and/or staff may be at risk as determined by the Superintendent.

Policy Violations

Individuals who violate any portion of this policy or applicable administrative regulations may receive notice that they are in violation of a district policy/regulation and may be asked by the Superintendent, building principal, or designee to leave school property and follow administrative directives regarding future communications and meetings. The Superintendent, building principal, or designee may implement set perimeters for school property access and communications for visitors who repeatedly violate district policy/regulations or willfully disrupt school operations to leave school property. If an individual refuses to leave when asked, school administration shall seek the assistance of law enforcement to remove the individual from school property. At all times, the District reserves the right to limit or restrict an individual's ability to access school property and/or communicate directly with district personnel if their conduct is in violation of this policy.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- ABBA, North Dakota's Comprehensive Model School Policy for Tobacco Use
- ACCA, Sexual Offenders on School Property
- ACCA-BR, Criteria for Granting Parent Offenders Privileges to Enter School
- ACE, Violent and Threatening Behavior
- DEAA, Drug and Alcohol-Free Workplace
- FFA, Student Alcohol and Other Drug Use/Abuse
- FGA, Student Education Records and Privacy
- HCBB, Sales Calls and Demonstrations
- KAAA-AR, Visitors in Schools Regulations
- KAAB, School Volunteer Program
- KACB, Complaints about Personnel
- KACA, Patron Complaints
- KADA, Weapons Prohibitions on School Property - Public
- KBA, Relations with the News Media

