

Visitor Access & 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 members of the public.
- *Private tutor* is someone who works for a licensed agency and received specific training. A private provider works for the parent/guardian of the student and is not an employee of the school district.

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.

Parent/Guardian Visits to School

The District recognizes the central role parents/guardians play in the education of their children and supports active parents/guardians involvement in the educational process. Parents/guardians are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parents/guardians are also encouraged to come to planned conferences, school open houses, and visitation days. All other requests by parents to visit schools must comply with KAAA-AR1.

Check-In Requirements

All visitors to schools during the school day must sign in at the office, follow individual school procedures for escorts, sign out requirements, etc., and wear a visitor's badge throughout the visit.

Requests to Visit Construction Sites

Any person requesting to visit or tour a school building under construction must contact the Business and Operations Manager, who shall schedule a tour at their discretion.

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 are available to the public, 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.
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 Board may also create an exception to this policy for members of the press; and

5. All visitors must receive administrative pre-authorization and schedule their visit in advance to observe classrooms or participate in District-sponsored educational activities. These visits shall not be for the purpose of evaluating teachers, curriculum, or teaching methods, and all visitors must agree to comply with administrative regulations and the Family Educational Rights and Privacy Act (FERPA) to protect student records and privacy.
6. 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. The Superintendent, building principal, or designee shall ask 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. 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.

Complementary Documents

- ABBA, Tobacco-Free Schools and Workplace
- ACCA, Sexual Offenders on School Property
- DEAA, Drug- and Alcohol-Free Workplace
- FFA, Student Alcohol and Other Drug Use/Abuse
- HCBB, Sales Calls and Demonstrations
- KAAA-AR1, Visitors in the Schools
- KAAA-AR2, Private Tutors In the Schools
- KACB, Complaints About Personnel
- KBA, Relations With the News Media

End of Bismarck Public School District Policy KAAA

Adopted: 7/1/2015
Revised: 4/21/2022,
4/30/2024, 6/1/2026