

BOARD POLICY: VISITORS

5015

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Section A – Definitions

The following definitions apply to this policy:

1. School Property

- a. Any physical area attendant to school or District-sponsored or related activities, whether or not such area is school or District property (including, but not limited to, school or District buildings, lands and offices), or at any location used for school-sponsored or related activities, performances, extracurricular and athletic event; and
- b. Any means of school-supplied or sanctioned transportation to or from any of the above areas.

2. Visitor

Any person other than a student attending a District program, District employee, or Board member.

Section B – Visitors and Contact on School Property

All visitors to school property are required to report to the visitor's entrance station and show proper identification and clear the district's security screening identification system. Visitors must sign the visitors' log, except on those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions and rules applicable to visitors. Visitors must receive permission from the building principal or other administrator to remain on school property and wear a visitor's badge at all times. When leaving school property, visitors must return their badges. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the following paragraph, any person wishing to confer with a staff member must contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Section B – Visitors and Contact on School Property (Continued)

Requests to visit a District school building, facility, classroom and/or educational program, or to interview school personnel or a student for purposes of observing or evaluating the student with disabilities, must be made with the building principal or other administrator at the appropriate building.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a student, staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any law or ordinance;
7. Smoke or otherwise use tobacco products. The term "tobacco" shall include any form of cigarettes, e-cigarettes, cigars and any alternative thereto, including smokeless tobacco that is loose, cut shredded, ground, powdered, compressed, and leaf tobacco intended to be placed in the mouth without being smoked;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
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: (a) in violation of any law or ordinance; (b) in a risky manner, (c) in excess of 20 miles per hour, or (d) in violation of an authorized District employee's directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a school function.

Section C – Visitor Access to Classrooms and Personnel

Visitor access to classrooms and personnel will be permitted in accordance with Board Procedures Visitors (5015). The parents/guardians of students with disabilities, qualified professionals retained by or on behalf of such parents/guardians, and independent educational evaluators will be permitted reasonable visits to any District school, facility, building, or program as provided in this policy, Board Procedures Visitors (5015), and guidelines of the Superintendent or designee. The parents/guardians of students attending District programs shall be permitted reasonable visits to observe their child or their child's current or proposed educational placement, services, or program. An independent educational evaluator or qualified professional retained by or on behalf of the parent/guardian shall be permitted reasonable visits to observe and/or to conduct an evaluation of a student or the student's current or proposed educational placement, services, or program. If an evaluation includes interviews with District staff members, the interviews must be scheduled in advance of the visit with the building principal or other administrator.

Section D – Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender:

1. Is a parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the building principal of his or her presence at the school; or
2. Has been given prior permission to be present from the Board, superintendent, or superintendent's designee. If permission is granted, the superintendent shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the superintendent or designee who is a certified employee, shall supervise a child sex offender whenever the offender is on school property.

Section E - Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the building principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Section F – Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The building principal or designee may direct the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person, once removed from school events or property, is also subject to being denied admission to school and school-related events, property, or meetings for up to one calendar year.

Section G - Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to future school and/or school-related events or meetings as provided in this policy, the person has a right to a hearing before the Board. The superintendent may refuse the person admission pending such hearing. The superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct, along with a reference to the policy or procedure violated;
3. The proposed time period that admission to school events, meetings or property will be denied; and
4. Instructions on how to waive a hearing.

Approved: April 26, 2010

Revised: July 14, 2014