

Three Rivers School District

RECOMMEND DELETE
Info moved to policy KK

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~~Visitors to Schools – Implementation~~

~~Except as specifically provided below, all visitors must apply for permission to visit at the office of the principal and provide name, address, and identification if desired by the principal, and the purpose of the visit. No visitor is authorized to enter or remain upon school premises without permission of the principal or designated representative, except that visitors may enter and proceed directly to the office of the principal only for the time reasonably necessary to apply for permission to visit.~~

~~1. Scheduled Parent Teacher Conference~~

~~Parents who have scheduled conferences with a teacher or teachers or who are attending during open conference times have automatic permission to visit and need not specifically apply at the office of the principal.~~

~~2. Pre-Arranged Visits~~

~~Visitors are encouraged to arrange visits in advance through consultation with the office of the principal.~~

~~Permission to visit will be granted if, in the judgment of the principal or designee, the visit serves school interests unless:~~

- ~~a. In the principal's or designee's judgment, the visit would be disruptive to the education program or school order;~~
- ~~b. In the principal's or designee's judgment, the visit would impede the work of a teacher or teachers through visitor interruptions or unreasonable demands on teacher time.~~

~~Denial or revocation of permission to visit may be protested in writing to the superintendent, who will review the decision and advise the principal whether the denial or revocation was in compliance with Board policy. The superintendent will take steps to arrange permission, whether at the time requested or on an alternate date, for a visit, which was denied by the principal but the denial was not in compliance with Board policy. The superintendent is not required to respond to repetitious protests by the same party.~~

~~3. Impromptu Visits~~

~~Due to the difficulty of coordination presented by an impromptu visit and the greater likelihood of disruption due to lack of planning, visitors should not expect permission for an impromptu visit.~~

- ~~a. Permission may be granted, in accordance with the guidelines set forth in Number 2, for a visit not arranged in advance.~~
- ~~b. Denial or revocation of permission to visit may be protested as provided in Number 2. Because it is unlikely the superintendent's review would be complete in time to permit the requested~~

~~impromptu visit, an impromptu visitor who is denied permission should normally apply for permission for a prearranged visit to be held at an alternate date.~~

4. ~~Special Functions~~

~~By invitation or announcement, the principal may declare that a function, program or event is “open to the public.” Under those circumstances, permission has been granted to enter or remain upon school premises only with respect to those areas reasonably necessary for participation in the function, program or event.~~

5. ~~Visitors Without Permission to Visit~~

~~Visitors without permission to visit as provided herein are licensed only to enter and to proceed directly to the principal’s office to apply for permission to visit. Upon denial of permission to visit, any license to enter or to remain is automatically revoked and the visitor must immediately vacate the school premises.~~

6. ~~Directing a Visitor to Leave~~

a. ~~A visitor without permission to visit may be directed to leave by any teacher or administrator except as provided in Number 4.~~

b. ~~A visitor with permission to visit may be directed to leave:~~

(1) ~~By any teacher or administrator who has witnessed or reasonably believes he/she has witnessed physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct on the part of the visitor;~~

(2) ~~By the principal, assistant principal or other administrative person in charge of the building at the time when, in that person’s judgment, the visitor is exceeding the scope of the permission to visit, or the visit should not be permitted, according to the considerations set forth in Number 2 in view of present circumstances.~~

c. ~~A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction to leave should be made in writing or followed by written notice which identifies the issuer and refers to the authority granted by this policy, including a brief statement of the reason for the direction to leave. The principal’s office should be notified of any direction to leave and be given a copy of any written notice.~~

d. ~~A direction to leave may be protested in the manner provided in Number 2.~~

e. ~~Failure to follow a directive to leave will render a visitor liable for criminal trespass pursuant to Oregon Revised Statute. Police should be notified.~~