

**RESOLUTION 26-006 – Approval of Amended Board Policy-KK-Visitors to MESD Facilities and MESD Occupied Facilities**

**Background:** The intent of the policy update is to continue welcoming visitors while providing clearer, more specific, and safety-focused expectations in response to changing conditions across MESD programs. Key areas of emphasis included the requirement for mandatory visitor check-in, administrator discretion to approve, restrict, or guide visits as appropriate, and the need to address safety and security considerations in programs with heightened confidentiality requirements. It was also clarified that the policy is not intended to restrict or limit family access in ordinary or customary contexts.

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**WHEREAS**, the Multnomah Education Service District Board of Directors Policy Committee reviewed and discussed Board Policy KK-Visitors to MESD Facilities and MESD Occupied Facilities;

**WHEREAS**, the Multnomah Education Service District Board of Directors Policy Committee recommends the Board adopt Board Policy KK-Visitors to MESD Facilities and MESD Occupied Facilities;

**NOW THEREFORE BE IT RESOLVED**, that Board Policy KK-Visitors to MESD Facilities and MESD Occupied Facilities is approved as written or as further modified.

**BE IT FURTHER RESOLVED**, that if no further discussion is required, Board Policy KK-Visitors to MESD Facilities and MESD Occupied Facilities is approved as proposed and does not require a second reading.

## **Visitors to MESD Facilities and MESD Occupied Facilities\*\***

### **General Visitor Policy**

To promote understanding of MESD programs and foster positive relationships with families and the community, visitors are encouraged at MESD facilities and school-sponsored activities when such visits can be accommodated safely and without disruption to educational programs or operations.

Visits shall be arranged and permitted with consideration for the safety and welfare of students and staff, the protection of confidential student information, and the orderly administration of MESD services and programs.

A *visitor* is an individual whose actions do not rise to the level of a volunteer, contractor, or employee and who does not have repeated interaction with students or responsibility for the care, supervision, guidance, or control of students.

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### **Mandatory Check-In**

During regular operating hours, all visitors to MESD facilities and MESD-occupied facilities shall report to the designated reception area or office to obtain permission to visit. Visitors are required to sign in and out, state the purpose of their visit, and display visitor identification while on site.

Visitors who fail to check in as required or comply with visitor expectations may be directed to leave the premises.

Visitors attending public meetings, school-sponsored events, or activities outside regular operating hours may not be required to check in but remain subject to all visitor expectations and conduct requirements.

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### **Permission to Visit**

Permission to visit shall be granted at the discretion of the site administrator or designee when the visit serves MESD interests and can occur without disruption to educational programs, services, or operations. Permission to visit may be denied or limited when, in the judgment of the administrator or designee, the visit:

- Would disrupt educational programs or orderly operations
- Would interfere with staff responsibilities or create unreasonable demands on staff time
- Would conflict with MESD policies, administrative rules, site regulations, or applicable law
- Would compromise student safety, confidentiality, or welfare

Administrators may limit the **scope, duration, or location** of any visit to ensure safety, confidentiality, equity, and program integrity.

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## **Observational Visits**

General observational visits are typically restricted. Observational visits may be approved only with advance administrative authorization and may be subject to additional review.

MESD recognizes that certain programs, sites, or classrooms require heightened restrictions on observation due to:

- Student safety or security considerations
- Confidentiality protections, including special education services
- Equity concerns related to access for families and students
- The nature of specialized, therapeutic, or intensive instructional programming

Observation of classrooms or programs may be limited or prohibited when observation would disclose confidential student information or create inequitable access.

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## **Direction to Leave**

A visitor with permission to visit may be directed to leave when a school or MESD official reasonably believes the visitor has:

- Engaged in disruptive, unsafe, or unlawful conduct
- Violated MESD policy, administrative rule, or site regulation
- Interfered with educational programs, services, or operations
- Failed to comply with conditions or limitations of the visit

Individuals who have no legitimate purpose or business on MESD property or who have not received permission to visit may also be directed to leave.

A direction to leave revokes permission to visit. Visitors who refuse to leave may be subject to removal and referral to law enforcement as appropriate.

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## **Visitor Expectations**

All visitors to MESD facilities and MESD-occupied facilities shall:

- Comply with all MESD policies, administrative rules, site regulations, and applicable laws
- Refrain from disrupting instruction, services, or operations
- Remain only in authorized areas
- Avoid contact with students except as authorized
- Refrain from promoting personal, commercial, political, or religious interests unless expressly authorized
- Refrain from possessing or using weapons, illegal drugs, alcohol, or other prohibited substances

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## **Students and Visitors**

Students shall not bring visitors to MESD-operated schools or MESD-occupied facilities without prior administrative approval.

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## **Family Access and Required Meetings**

Nothing in this policy is intended to limit access for parents, guardians, advocates, or other individuals participating in meetings, services, or activities to which they are legally or contractually entitled,

including conferences or Individualized Education Program (IEP) meetings. Such visits shall be coordinated in advance with site administration.

END OF POLICY

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**Legal Reference(s):**

ORS 163A	ORS 166.025
ORS 164.245	ORS 166.155-166.165
ORS 164.255	ORS 243.650 ORS 332.107

OAR 584-020-0040 (4)(e), (g) Gun-Free Schools Act of 1994, 20 U.S.C. Section 8921  
Pro-Children Act of 1994, 20 U.S.C. Sections 6081-6084  
Gun-Free School Zones Act of 1990, 18 U.S.C. Sections 921(a)(25), (26) and 922(q); as amended by P.L. 104-208, Section 101(f) (1996) and P.L. 103-322, Section 320904 (1994).