



## **903.1PR VISITOR PROCEDURES**

### **I. GENERAL STATEMENT**

The school district welcomes and encourages parents/guardians involvement in the education of their children. The safety of our students, staff, and visitors is our top priority. To support a safe and secure environment for all, the following procedures must be followed when visiting any district facility.

### **II. VISITOR PROCEDURES**

All visitors must comply with the following procedures when entering a district facility, unless they are attending an event or activity that is open to the public, such as parent/guardian-teacher conferences, a school board meeting, or extra-curricular and co-curricular events:

- A. Immediately upon entering a district facility, all visitors must report to the administrative office or reception desk.
- B. Upon reporting to the administrative office or reception desk, all visitors must present a driver's license or other government-issued I.D. to be scanned through the security database. Visitors must state the purpose of their visit and the location(s) within the building they intend to visit.
- C. The district encourages parent/guardian involvement in their child's education. Those who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the building principal or designee.
- D. For safety reasons, a district administrator or building principal may deny, or impose additional restrictions on any visitor.
- E. A district administrator, the building principal, an assistant principal, or a designee will follow this procedure in determining whether or not permission will be granted for a visit to a school building. A central administrator shall follow this procedure in determining whether or not permission will be granted for a visit to a district facility that is not a school building.
- F. If permission for a visit is granted, the visitor will be given a visitor's identification badge stating the visitor's name and the location in the building where the visit will occur.
- G. All visitors must wear the issued visitor identification badge in a visible location at all times while in a district facility.
- H. If a district employee sees a visitor in a school building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or

immediately notify the administrative office of the presence of the visitor. Additionally, guests may be escorted to their destination within the building by a staff member to ensure safety and support.

- I. Upon completing a visit, a visitor must return to the administrative office or reception desk, return the visitor's identification badge.

### **III. VISITS TO CLASSROOMS**

Parents/Guardians may observe their child in the classroom subject to the requirements of this procedure.

- A. Parents/Guardians who wish to observe their child in the classroom during the regular school day must schedule the visit at least three (3) school days in advance (less than 3 days notice may be approved) with the building principal or designee;
- B. If multiple visits have become a distraction and/or disruption, a district administrator or building principal may restrict or limit the time, place, and manner of future visits; and
- C. A district administrator, building principal, assistant principal, or designee may reschedule or terminate any visit in the event of an emergency or unforeseen circumstance.

### **IV. PARENT/GUARDIAN PROCEDURES FOR COMMUNICATING WITH CHILDREN**

The district recognizes that under limited circumstances, parents/guardians may occasionally need to communicate with their children during the school day. When this need arises, parents/guardians must follow one of the following procedures:

- A. Parents/Guardians may call the office to speak with their child. If a student needs to be contacted, we will facilitate this connection at a time that does not interrupt instruction. In emergency situations, we will work directly with the family to ensure the student's needs are appropriately addressed;
- B. Parents/Guardians may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents/Guardians may not go directly to a classroom or any other location in a district facility without complying with the Visitor Procedures stated in this procedure; and
- C. Students will not be permitted to make calls or receive calls on personal cell phones during any class period.

### **V. ADMINISTRATIVE PROCEDURES IN RESPONSE TO INAPPROPRIATE CONDUCT**

District administrator, building principals, assistant principals, and designees will take action using one or more of the following steps when a visitor violates this procedure or engages in

any other inappropriate conduct:

- A. Notify the visitor that their conduct is inappropriate;
- B. Warn the visitor that if the conduct does not cease immediately, they will be required to leave;
- C. Require immediate departure from the building;
- D. Contact law enforcement, if necessary; and
- E. Document the incident in school records.
- F. Take any other action deemed prudent to:
  - 1. Protect the safety of students, staff, or school property;
  - 2. Maintain an environment conducive to learning; or
  - 3. Ensure an environment free from all forms of abusive and disruptive conduct.
- G. Any step or steps of this procedure may be skipped or addressed at a later time if the administrator or designee determines that immediate removal is necessary in the best interest of students or staff.

## **VI. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures; and
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

## **VII. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are outlined in Section XIII of this procedure or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property; or
  3. Charge parking fees at a prorated amount for PSEO students.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

## **VIII. RULES OF CONDUCT FOR VISITORS**

### **A. Required Conduct:**

All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a district employee, including a directive to leave the building.

### **B. Prohibited Conduct**

Visitors must not do any of the following during a visit:

1. Violate any law;
2. Violate any district or school policy, regulation, rule, or procedure;
3. Make any threat or engage in any threatening or intimidating behavior;
4. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
5. Demonstrate hostility toward another person;
6. Engage in conduct that is objectively rude;
7. Use any obscene or foul language;
8. Make or participate in making any personal attacks against another person;
9. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
10. Make unwelcome physical contact with any person other than their own child, unless

the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;

11. Photograph, film, or otherwise create an audio or video record of any students, employees, or volunteers of the district, unless the visitor is on district property or in a limited part of a district facility to attend an event or activity that is open to the public, such as a school board meeting or an athletic contest;
12. Enter onto school property while impaired from the use of alcohol or any other chemical; or
13. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice with shouting or yelling; swearing; talking with a teacher, classroom aide, or a student while observing in a classroom; using or allowing a cellular device to make noise in the classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

## **IX. GROUNDS FOR DENYING A REQUEST TO VISIT**

### **A. Parent/Guardian Visits for Purpose Other than Classroom Observation**

For non-classroom visits, permission may be denied if:

1. The visitor has broken these guidelines before;
2. The visit may disrupt school activities or is not in the best interest of students/staff;
3. The visitor poses a safety risk;
4. Custody or court orders prevent the visit; or
5. The visitor appears impaired by alcohol or drugs.

### **B. Classroom Observation by a Parent/Guardian**

For classroom visits, permission may be denied if:

1. Any of the above apply;
2. The visitor has not scheduled in advance;
3. The visit would happen during testing, field trips, or other unsuitable times; or
4. The parent/guardian prior observation created a disruption to the learning environment.

## **X. CLASSROOM OBSERVATIONS BY AN INDEPENDENT EXAMINER**

Independent examiners hired by parents/guardians (for example, as part of a special education evaluation) may observe a student if permitted by law and if they follow all visitor guidelines. The district may assign a staff member to accompany an independent examiner during all observations. An independent examiner may not interview any students at school without parent/guardian and the district's prior written permission. An independent examiner may not interview any district employee without prior written permission from the district. A district representative will be present during any interviews.

## **XI. PARENT'S/GUARDIAN'S RIGHT TO APPEAL**

If a parent/guardian believes that a request to visit a district facility has been improperly denied, the parent/guardian may submit a written appeal to the Superintendent. The decision of the Superintendent is final.

## **XII. VISITS BY THIRD PARTIES**

A district administrator, a building principal, an assistant principal, or a designee may, as he or she sees fit, deny a visitor's request to visit any part of a district facility if the visitor is not a parent/guardian of a child who attends school in the facility. Visits may be arranged during non school hours with the building principal or designee.

## **XIII. PARKING**

During school hours, visitors must park their vehicles in spaces designated for visitors. Vehicles that are parked in unauthorized spaces may be towed to a different location at the vehicle owner's expense.