

## SCHOOL VISITATIONS

Parents/guardians and other parties with legitimate and appropriate school business are welcome and encouraged to visit District schools and participate in school events so long as their presence is not disruptive or in violation of any law or District policy. All visitors are required to report to the principal's office upon entering any District school. The District administration is authorized to screen for violations of law and prohibit unauthorized individuals from entry onto school premises.

### 1. Visitor Identification

- a. In an effort to protect students from unauthorized persons or illegal activity, building administrators shall post prominent notices at each entrance requiring visitors to report to the building principal's office during school hours and log in.
- b. Each school shall maintain a daily log for the purpose of recording all visitations from individuals who are not District employees.
- c. All visitors (including, but not limited to all parents/guardians, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, representatives of the news media, sales persons and business representatives, and students who are not currently enrolled in classes at that school) shall register:
  - i. their name,
  - ii. date,
  - iii. the purpose for their visit,
  - iv. time in and time out.
- d. All visitors shall wear an identification badge while on school premises during school hours.

### 2. Sex Offenders Visiting School Property

- a. Visitors may be subject to sex offender screening.
- b. Convicted sex offenders may be granted permission to enter school property upon request for an exception from the Superintendent/designee pursuant to policy [#4420 Sex Offenders on School Property](#).
- c. Convicted sex offenders who have been granted permission to enter school property shall log their presence on their Record of School Visits #4420F2 pursuant to policy #4420 and Sex Offenders on School Property Procedures #4420P.

- d. Convicted sex offenders shall remain under the direct supervision of specified school personnel at all times while on school property when children are present.

### **3. Observations or Visits**

- a. All visitors who wish to visit a classroom or particular program during instructional time, including parents/guardians or delegations or professional visitors, shall receive prior approval from the teacher and the principal/designee. Such visits shall be permitted as long as:
  - i. the occurrence, duration, or frequency does not interfere with the delivery of instruction, and the normal school environment.
  - ii. the conduct of the visitor is not disruptive to delivery of instruction and the normal school environment,
  - iii. The visitor does not interfere with emergency or safety drills or other situations outlined in school safety plans,
  - iv. The visitor's presence has not been determined to the morals, health, safety, academic learning, or discipline of students.
- b. Visitors to schools are expected to comply with all relevant Board policies, including but not limited to 3286 Conduct on School Property, 3287 Disruption of School Operations, 3300 Drug-Free School Zone, 3305 Smoking or Use of Tobacco Products, 3325 Abuse of School Property, 3335 Prohibition of Weapons, and 5320 Employee or Public Use of Drugs or Alcohol.
- c. Visitors, including parents and guardians, whose conduct has been repeatedly or severely disruptive or whose presence has been determined to be detrimental to the morals, health, safety, academic learning or discipline of students may be prohibited from visiting school grounds or may be restricted by the school principal to only visiting the administrative offices of the school.

### **4. Removal of Unauthorized Persons or Loitering Individuals**

- a. School employees shall report to the principal/designee any person loitering on or near school property.
- b. The principal/designee shall ask such individual to leave or remove him/her from the school premises.
- c. If the individual does not leave voluntarily or resists removal, he/she shall be considered to be in probable violation of disorderly conduct or trespassing statutes.

- d. The school principal may notify law enforcement to request assistance in removing from the building or grounds any visitor or unauthorized individual who refuses to leave school property or creates a disturbance.
- e. The principal/designee shall notify the Superintendent's/designee's office immediately if such a situation develops.
- f. Violation of this board policy may lead to a person being considered unauthorized, removed from the building or grounds, and/or denied further access to school property by the school principal.

**DEFINITIONS**

**Sex Offender:** means an individual convicted of an offense listed and described in section 18-8304, Idaho Code, or a substantially similar offense under the laws of another state or in a federal, tribal, or military court or the court of another country.

**School Property:** Includes but is not limited to buildings, facilities, and grounds on the school campus, school buses, school bus stops, school parking areas, and any facility being used for a school function.

**Visitor:** Any individual who is not a current employee, an elected Trustee, or an approved volunteer of Bonneville School District who is visiting the school in performance of their assigned responsibilities.

This includes, but is not limited to parents/guardians, volunteers who have not been approved pursuant to Board Policy , social service workers, invited speakers, maintenance and repair persons not employed by the District, staff from other District sites, representatives of the news media, sales persons and business representatives, and students who are not currently enrolled in classes at that school.

Adopted 2-11-2004 Reviewed \_\_\_\_\_

Revised 06-08-2005  
11-19-2008  
11-08-2023

Cross Reference:

- Volunteer Assistance #5720
- Conduct on School Property #4300, #3286 and #5243
- Disruptive Employee or Public Conduct #4320 and #5245
- Disruption of School Operations #4325 and #3287
- Sex Offenders on School Property #4420
- Sex Offenders on School Property Procedures #4420P

Letter Granting Request by Convicted Sex Offender For  
Exception #4420F1  
Letter Denying Request for Exception by Convicted Sex Offender  
#4420F2  
Request for Permission to Visit School Property #4420F3  
Parental/Guardian Request for Permission to Visit School  
Property #4420F4  
Parent Teacher Conferences #2655

Legal Reference:

I.C. § 18-916 Abuse of school teachers  
I.C. § 18-6409 Disturbing the peace  
IC § 33-122 Freedom from abuse  
I.C. § 33-205 Denial of school attendance  
I.C. § 33-506 (1)  
I.C. § 33-512(4) (11) (16) Governance of Schools