

## SCHOOL VISITATIONS PROCEDURES

### Daily Log of Visitors

1. 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, staff from other District sites, representatives of the news media, sales persons and business representatives, former students, and all other visitors) shall register:
  - a. their name,
  - b. date,
  - c. purpose of the visit,
  - d. time in, and
  - e. time out.
2. The District's Director of Operations may authorize certain maintenance employees to check in to the school's main office by use of a telephone.

### Sex Offenders Visiting School Property

1. Convicted sex offenders maybe granted permission to enter school property upon request for an exception from the Superintendent/designee pursuant to policy #4420 Sex Offenders on School Property.
2. 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.
3. Convicted sex offenders shall remain under the direct supervision of specified school personnel at all times while on school property when children are present.

### Observations or Visits

1. Parents/guardians desiring to observe in a classroom during instructional time shall make prior arrangements with the teacher and the principal/designee. Such visits shall not be permitted if:
  - a. the duration or frequency interferes with the delivery of instruction or
  - b. the normal school environment is disrupted.

2. Delegations or professional visitors who wish to observe a classroom or particular program should make advance arrangements and secure the approval of the building principal/designee.

### **Conferences with School Personnel**

1. Any person wishing to confer with a staff member shall contact that individual by telephone to make an appointment.
2. Conferences with teachers should be held outside school hours or during the teacher's preparation period or conference time.

### **Reporting and Removing Loitering Individuals**

1. School employees shall report to the principal/designee any person loitering on or near school property.
2. The principal/designee shall ask such individual to leave or remove him/her from the school premises.
  - a. 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.
  - b. Law enforcement shall be notified and requested to assist in the removal of the individual from the building or grounds.
3. The principal/designee shall notify the Superintendent's/designee's office immediately if such a situation develops.

### **Removal of Unauthorized Persons**

1. The principal/designee may request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school property or creates a disturbance.
2. Violation of District policy may lead to a person being considered unauthorized, removed from the building or grounds, and/or denied further access to school property.