

Regulation

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VISITORS

A. Registration

1. Every visitor, inclusive of volunteers, is required to register in the school office;
2. Any person who requests permission to visit a staff member or a classroom must be pre-approved. Pre-approval can be obtained through the completion of a visitor/volunteer request form submitted by the staff member to the appropriate administrator. An unannounced personal visit to the workplace may be reported to local enforcement for precautionary purposes, as appropriate;
3. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school;
4. The principal or his or her designee will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook;
5. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school;
6. The principal or office personnel designated by the principal shall arrange for an escort to accompany each visitor to his/her destination;
7. A staff member who encounters a visitor without identification will request the visitor to report to the school office, and if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the principal immediately;
8. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the principal or the principal's designee;
9. When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building;
10. The provisions of this paragraph may be waived for parents/guardians attending scheduled parent-teacher conferences.

B. Permission to Visit Classroom

1. Teachers expecting visitors or volunteers in the classroom must submit a form for approval. The principal will grant approval for all visitors/volunteers who are parents/family members of students. Any visitors/volunteers who are not related to students must be preapproved by the Chief School Administrator.
2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit;
3. A request to visit may be denied when the visit would interfere with the planned instructional program, presents a disruption, or a threat to the safety and wellbeing of the students;
4. A parent/guardian who arrives at school without approval of a classroom visit may be admitted to the classroom at the discretion of the principal;
5. The principal may arrange visits to classrooms by educators and pupil teachers with the cooperation and consent of the classroom teachers and prior approval of the chief school administrator;
6. Teachers may invite guest speakers or observers to their classrooms with the approval of the principal and chief school administrator. Each such guest speaker and observer must sign the school logbook;

C. Limitations on Visits to School

VISITORS (regulation continued)

1. Visitors are permitted in the schools only during operational hours;
2. A visitor may remove a student from school only if the visitor is a parent/guardian or has the written authorization of the parent/guardian according to board policy 5142 Pupil Safety;
3. Visitors shall be supervised at all times;
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date;
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the principal;
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the principal;
7. The number of visitors to any classroom may be restricted as appropriate by the teacher or the principal in the interest of maintaining an orderly educational program or student safety.

## D. Disruptive Visitors

1. The principal has complete authority to exclude from school premises any person whom he/she believes may:
  - a. Disrupt the instructional program;
  - b. Disturb teachers or pupils;
  - c. Present a threat to the safety or wellbeing of the school staff or students; or
  - d. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor does not withdraw, the principal may summon assistance from the local law enforcement;
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by any appropriate means available pending the arrival of law enforcement officers;
4. If the principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the principal may, in his/her discretion:
  - a. Deny entrance to any person;
  - b. Summon local law enforcement;
  - c. Lock all school entrances so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

Readopt: December 13, 2023