

Visitors in School

For the purposes of this policy and accompany regulations, anyone who is not a staff member, district contractor, volunteer, or student of the school will be termed a "visitor."

Parent/Guardian Visits to School

The Board recognizes the central role parent(s)/guardian(s) play in the education of their children, and supports active parent(s)/guardian(s) involvement in the educational process. Parent(s)/Guardian(s) are encouraged to maintain regular contact via telephone and email with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardian(s) are also encouraged to come to planned conferences, school open houses, and visitation days. All other requests by parents to visit schools must comply with KAAA-AR. When on school property, parents/guardians, are required to comply with this policy and administrative rules concerning visitors.

Check-In Requirements

All visitors to schools during the school day must sign in at the office, follow individual school procedures for escorts, sign out requirements, etc., and wear a visitor's badge throughout the visit.

Requests to Visit Construction Sites

Any person requesting to visit or tour a school building under construction must contact the Business Manager, who shall schedule a tour at his/her discretion.

Rules for All School Visitors

Visitors shall comply with applicable state law and district policy/regulations while on school property.

- No person shall enter school property for unlawful purposes or for purposes unauthorized by the Board.
- **Willful Disruption Prohibited:** The District shall enforce state law on willful disruption of schools. The Principal shall make a reasonable effort to keep the public informed about district policies pertaining to visitors such as, but not limited to: drug, alcohol, and tobacco use; sexual offenders; patron grievances; and other policies designed to maintain order.
- **Solicitations:** Solicitors are not permitted on school property except under the terms of the district's solicitation policy.
- **Recording:** Visitors shall be prohibited from videotaping and/or otherwise electronically recording district students and staff. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The Board may also create an exception to this policy for members of the news media.

- **Restrictions on Classroom Visits:** Public visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Visitors who wish to observe a classroom shall schedule their visits in advance according to administrative regulations. Visitors shall agree to follow this policy and any administrative regulations governing classroom observation prior to receiving classroom observation privileges.

Policy Violations

Individuals who violate any portion of this policy or applicable administrative regulations shall receive a warning that they are in violation of a district policy/regulation and may be asked by the Principal, or designee to leave school property. The Principal, or designee shall ask visitors who repeatedly violate district policy/regulations or willfully disrupt school operations to leave school property. If an individual refuses to leave when asked, school administration shall seek the assistance of law enforcement to remove the individual from school property.

Authority to Develop Additional Rules

The Principal shall provide an administrative rule in order to assure that classroom activities are not disrupted, that student safety is not compromised, and that order is maintained in the schools.

Complementary Documents

- DADE, Tobacco-Free Schools and Workplace
- DEAA, Drug and Alcohol Free Workplace
- FFA, Alcohol and Other Drug Use/Abuse
- KAAA-AR, Visitors in Schools Regulations
- KACB, Patron Complaints about Personnel