

## **Section K: School Community Relations**

### **KI Visitors to the School**

The Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, the Director shall institute administrative procedures concerning visitors to the school.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors:

- A. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school.
- B. All visitors shall report to the main office upon arrival at the school. (This section shall not apply to any person on school grounds or in school buildings who is an employee or student of the school.)
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual Board members shall follow the same procedures as other visitors.
- E. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- F. The Director/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate school-related business and/or who may disrupt the operations of the school. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.
- G. School staff must report unauthorized persons on school grounds or in school buildings to the Director/designee. Unauthorized persons will be directed to leave the premises immediately.
- H. The Director/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the school.

Cross Reference:     BCA – Board Member Code of Ethics  
                          EBCA – Comprehensive Emergency Management Plan  
                          ECAF – Use of Closed Circuit Cameras  
                          JLIB – Student Dismissal Precautions  
                          JLF – Reporting Child Abuse and Neglect  
                          KLG – Relations with Law Enforcement Authorities

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