

VISITORS TO THE SCHOOL

The Board of Education encourages parents and other district citizens to visit the district's schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For this reason, the following rules apply to visitors to the schools.

Visitor Conduct and Behavioral Expectations

All visitors to school buildings, grounds, and athletic facilities are expected to conduct themselves in a manner that is respectful, orderly, and consistent with the district's commitment to a safe and positive learning environment. All visitors will abide by all elements of the Code of Conduct, 5300.

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
 - a. For the purpose of this policy, this includes but is not limited to athletic coaches, drama club volunteers, or others who occasionally work or volunteer in the schools but who are not otherwise employed by the district as regular staff members.

This also includes, but is not limited to, paid seasonal employees, volunteers, and others employed through contracted third-party arrangements who do not hold a separate employment position within the district.
 - b. Coaches and club volunteers are allowed to enter after 9th period without being considered a visitor on days they have scheduled activities pertaining to their official role.
 - c. All visitors will be verified through the Electric Visitor Management System (EVMS).
2. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register as a visitor.
3. Parents or citizens who wish to observe a classroom or see a teacher/staff member while school is in session are required to arrange such visits and gain teacher and principal approval in advance of the visit so that class disruption is kept to a minimum.
 - a. Teachers are expected not to take class time to discuss individual matters with visitors.
4. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
5. All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct, 5300.
6. When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Except for parental visits, Board of Education Members shall notify the Superintendent of Schools or Board President of their visit. (Individual Board Members have no authority to represent the Board of Education during these visits.) If visiting in their role as a parent, please see #3 above.

7. Parents and spectators attending interscholastic athletic events are expected to model sportsmanship and positive behavior. This includes but is not limited to demonstrating respect for student-athletes of all teams, officials, coaches, and fellow spectators. Verbal abuse of officials, coaches, fellow spectators, or student-athletes will not be tolerated and may result in removal from the event. Repeated violations may result in the suspension of a visitor's privilege to attend school-sponsored events.

Electronic Visitor Management

The District utilizes an Electronic Visitor Management System in order to ensure the safety and welfare of its students, staff, and guests.

When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she must present a valid state or government-issued photo ID, such as a valid driver's license.

Prior to entry being permitted, the EVMS will check visitors against known sexual offender databases. Once the visitor's ID is scanned, the EVMS will print a visitor's badge which must be worn throughout the duration of the visit.

Visitors should return this badge at the end of their visit so that they may be checked out of the building in a timely fashion.

Visitors who refuse to produce IDs or fail the check of sexual offender databases may be asked to either wait in the school building lobby or to leave school premises.

Access to Outdoor Athletic Facilities (Turf Field, Track, and Other Grounds)

The district's outdoor athletic facilities, including the turf field and track, are school property and are subject to the same visitor access standards as any other district facility. Access to these areas is governed by Public Use of School Facilities, 1500, and the following schedule and conditions:

- The Superintendent or designee may temporarily restrict access to any or all facilities at any time in the interest of safety, facility maintenance, or emergency conditions.
- Vehicles are not permitted on the turf field at any time. Bicycles, motorized equipment, unauthorized vehicles, and animals are not permitted on the turf surface.
- **During the School Day** (from the start of the first instructional period through the end of the last instructional period):
 - Outdoor athletic facilities are closed to all visitors unless access has been approved in advance by the Principal or Athletic Director.
 - Physical education classes and district-authorized instructional activities have exclusive use of these facilities during this time.

- Visitors who access outdoor athletic facilities during the school day without authorization may be directed to leave and may be reported to the Principal or law enforcement if they refuse.
- **After School Hours** (from the close of the last instructional period through dusk, or the conclusion of a scheduled activity, whichever is later):
 - Per Public use of School Facilities, 1500, the turf field and track are available for use by community members and visitors only when no district-scheduled practice, game, event, or facility reservation is in effect.
 - District-scheduled activities, including but not limited to interscholastic athletic practices and games, booster club events, and school-sponsored programs, take priority over general public access at all times.
 - Visitors using outdoor facilities after school hours do so at their own risk and must yield immediately to district-authorized users and staff.
- **Evening and Weekend Access:**
 - Access to outdoor athletic facilities during evenings (after dusk) and on weekends is governed by any applicable facility use agreement approved by the district and Public use of School Facilities, 1500.
 - Unsanctioned use of the turf field at any time is prohibited. The turf field surface is a capital investment of the district and its use must be coordinated through the Athletic Director or District Office.

Consequences for Misconduct:

Any visitor who violates these conduct expectations may be asked to leave school property immediately. The Principal or designee may, in his or her discretion, restrict or suspend a visitor's access to school buildings, grounds, or events for a defined period.

In cases of threatening behavior, trespass, or conduct that rises to the level of a criminal offense, law enforcement will be contacted. The Superintendent of Schools shall be notified of any incident in which a visitor is removed from school property or in which law enforcement is involved.

VISITORS TO THE SCHOOL EXHIBIT

All visitors must:

- Treat all students, staff, and fellow visitors appropriately at all times;
- Follow all directions of school administrators, faculty, staff, and security personnel without argument or delay;
- Refrain from using profane, abusive, threatening, or harassing language toward any person on school property;
- Refrain from any physical contact with students, staff, or other visitors that is unwanted or aggressive in nature;
- Not interfere with the educational process, athletic activities, or other school-sponsored programs;
- Maintain appropriate dress at all times; shirt and shoes required;
- Comply with all district policies, including those regarding tobacco, alcohol, controlled substances, and the use of electronic devices and social media while on school property; and
- Remain in authorized areas only, and depart promptly when asked to do so by any school official.