

Administrative Rule: School Visitors

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All school visitors are expected to abide by reasonable procedures that have been established to ensure that such visits do not disrupt the educational environment or endanger the safety of students or staff.

Video surveillance/electronic monitoring equipment will be used on school property in order to protect the health, welfare and safety of students, staff, visitors, and District property. Other security devices may also be used to assist in the detection of guns and dangerous weapons:

It is expected that during regular school hours only students and school staff need be present in the school building. We acknowledge that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the main office. Visitors must identify themselves and the purpose of their visit through the intercom system.
- B. All persons other than students and building staff shall check in with the main office of the building and shall sign in, surrender their keys/key fob and their ID. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- C. All visitors are expected to sign out prior to departing the building and collect their keys/key fob and ID.

A school visitor shall not be permitted to interrupt classroom instruction to speak with a staff member or his/her child unless the school principal and/or secretary grants permission because there is an emergency.

A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian. Preschool children and students from other schools shall not be permitted to visit schools while classes are in session, unless special permission is granted in advance by the school principal.

The district has established the following classroom observation procedures:

- When a principal receives a request from a child's parent/guardian to visit the child's classroom while in session, the principal will consult the teacher and schedule the classroom visitation for a day and time within one week of the request.
- A parent/guardian who observes a classroom shall not interrupt the class. If the parent/guardian wants to ask questions of the teacher or to confer with the teacher, he/she shall make arrangements for a conference with the teacher by contacting the teacher at a later time for an appointment.
- To avoid interference with the education of students, the principal may limit the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for the visitors to remain in the classroom.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the main office. In the event the main office does not have record of such visitor properly checking in, the office staff shall immediately contact any administrator or, if an administrator is not available, appropriate law enforcement.

The Stanley-Boyd School District reserves the right to search vehicles parked on school property. The Stanley-Boyd School District also reserves the right to search any person's purse, duffel bag or similar articles if the search is based on reasonable suspicion that the person has dangerous or illegal items or substance in his/her possession. Such searches may include the use of canine units.