

# VISITORS TO THE SCHOOLS DURING THE SCHOOL DAY

## **PHILOSOPHY:**

The Board of Education:

- Believes it is the district's obligation to ensure that the educational functions carried out in its buildings and on its grounds are not disrupted or impaired.
- Believes it is the district's obligation to provide for the welfare and safety of the students within its charge while they are in district buildings and on district grounds. The district has a similar obligation to protect the welfare and safety of its employees.
- Believes it is the district's obligation to protect the buildings, grounds, and equipment it owns and operates for the public from vandalism and damage.
- Recognizes that the buildings and grounds owned and operated by the district are public property and that the residents of the district may have certain rights with respect thereto, including the right to access or be upon public property and the right to use the buildings and grounds subject to reasonable restrictions. By other policies, the Board has regulated use of the buildings and grounds of the district by the public in certain instances.
- Recognizes that the presence of persons in the classrooms of the district while classes are being taught who are not students, teachers, or other persons authorized to be within the classrooms for a legitimate educational purpose can be very beneficial, however, it can also have a disruptive effect and/or pose a safety concern upon and impair the educational function conducted within the classrooms. The Board desires to prevent such disruption to its primary purpose, the education of the children residing within the district or otherwise lawfully attending its schools.
- Recognizes that the presence of persons other than district students and employees in school buildings or on school grounds while school is in session or during school sanctioned activities without the knowledge and approval of the building principal or designee could seriously deter the district's ability to protect the safety and welfare of its students and employees and prevent damage or vandalism to district property. The Board desires to minimize the potential risks that may arise from the presence of persons who are not district students or employees in school buildings or on school grounds without the knowledge and authorization of the building principal or designee. Each building principal is designated to provide for the safety of students and employees in their schools and protection of the buildings, grounds, and equipment of the schools to which they are assigned.
- Believes that the presence of persons on district grounds during times when school is not in session and the use by such persons of district recreational facilities and equipment will generally not deter the district from its responsibility to protect its property if such persons respect and care for the

district's property while using it. Because these grounds and facilities are publicly owned, use by the public at times when such grounds and facilities are not being used for school purposes should be encouraged, with the admonishment that such use should be respectful of the district's obligation to prevent damage or vandalism to its property and facilities and assure of the safety of students and employees.

Accordingly, the Board adopts the following policy in order to balance the district's obligations to provide education to students, protect the safety and welfare of its students and employees, and protect its buildings, grounds, and equipment from damage and vandalism, with the potential rights of the public to access and use public property, namely, the school buildings and grounds and equipment therein.

### **POLICY:**

Many individuals may want to enter school buildings during the school day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day. Other exceptions may also be authorized by the District Administrator.

School personnel shall seek to assure that parents and other visitors are welcomed in an appropriate and courteous manner and that sincere efforts are made to provide them with such information and assistance as may be needed to foster a cooperative relationship between home, school and the community.

For purposes of this policy and its implementing procedures, any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the School District of Jefferson, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. "School premises" include any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be

allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the District Administrator or any building principal or his/her designee has the discretionary authority to exclude from the school premises any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

#### Board Member Visits

Board members are encouraged to visit the schools. Visits by Board members shall be regarded as informal expressions of interest in the schools visited and not as inspections or visits for supervisory purposes.

ADOPTED: April 30, 1979

REVISED: October 13, 1986  
April 21, 2003  
November 26, 2018

REVIEW DATE: November 26, 2018

#### LEGAL REFERENCES:

[Section 118.07\(4\)](#) [school safety plans]  
[Section 120.12\(1\)](#) [school board duty; care, control and management of school district property]  
[Section 120.13\(35\)](#) [school board power; authority to set rules governing individuals' presence in school buildings]  
[Section 120.44\(2\)](#) [school board powers and duties; unified school districts – *include this reference only if classified as a unified school district*]  
[Section 121.02\(1\)\(i\)](#) [school district standard; provide safe and healthful facilities]  
[Section 301.475](#) [sex offender's presence on school premises; school administrator notification required]

CROSS REF.: KKA-R Visitors to the Schools Procedures  
KG, Community Use of School Facilities

## VISITORS TO THE SCHOOLS PROCEDURES

### A. General Provisions for Visitors to School during the School Day

1. Advanced Arrangements: Persons wishing to visit the schools are strongly encouraged to make advance arrangements for their proposed visit with the appropriate teacher and/or building principal so that the request can be sufficiently evaluated and so that arrangements to facilitate an approved visit can be made.
2. Report to Office: All visitors shall report to the school office when arriving and leaving the school during the school day.
3. Notices Posted: Notices shall be displayed prominently in each building indicating that all visitors are required to register with the school office and to obtain authorization from the building principal or his/her designee to remain in the school.
4. Visitor's Passes: All **approved** visitors shall be given a visitor's pass and will be expected to have it prominently displayed while in the school or on school premises. Visitor passes are stickers generated by the background check software. These stickers are to be placed on a large colored lanyard visible to employees from a distance.
5. Visitors Needing Accommodations: Any visitor with a disability, or a person assisting a visitor with a disability, who may need the District to provide an accommodation in connection with a visit to a school should address his/her situation in advance with the building principal.
6. Visitors Escorted: Visitors who are new to the building/district who are unaware of where they are going, or are an approved visitor with background check concerns, may be escorted to their destination and back at the discretion of the principal or designee.
6. School Rules and Policies: All school visitors must comply at all times with School Board policies and school rules.
7. Preference to Parents/Guardians: If conflicts occur because of the number of visitor requests or other circumstances, parents and guardians of currently enrolled students will generally be given preference.
8. Excessive, Intrusive, or Disruptive Requests: When determining whether a visitor's self-initiated request to visit a school or a class is excessive, intrusive, or otherwise disruptive to school operations, the building principal may consider the number of visits that have been made by any single person, the total number of visitors who may be present at any one time, and the aggregate number of visits occurring in close proximity (e.g., during the same week).
9. Standardized Testing: Visits may be prohibited at certain times such as while standardized testing or other student assessments are being conducted.
10. Photography and Video Recording: Visitors in areas where students are present shall not take any pictures or make or transmit any recording unless the visitor has received advance permission from the teacher or building principal.

11. Student Visitors: All requirements for visitors apply to students who are not enrolled in the School District of Jefferson. Under most circumstances, student visitors are discouraged. Exceptions to this rule are typically granted for students visiting for the purposes to determine whether or not to enroll to the District. Discretion for approving or denying the visit rest with the building principal and his or her designee.
12. Conditions of the Visit: Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions, which may vary by the classification of the visitor (e.g., parent, non-parent, etc.), may be imposed upon visitors, including but not limited to:
  - a. remaining in a designated place or seat;
  - b. refraining from speaking to students while the class or activity is in session;
  - c. refraining from entering or leaving the area while an activity is underway;
  - d. requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building;
  - e. requiring that the visitor be chaperoned;
  - f. limiting the duration of the visit to particular times or length of time;
  - g. limiting the activities of the visitor to a particular purpose(s); and
  - h. designating particular routes of travel in the building or upon the school grounds.

B. Sex Offenders—Special Requirements Related to Registered Sex Offenders

1. State law specifically prohibits any registered sex offender from being on any school premises associated with a public school unless they have notified the building principal or designee of the specific date, time, and place of the visit and of their status as a registered sex offender. It is the sex offender's responsibility to provide this required notification every time they are planning to come on school premises, except under the circumstances described in paragraphs (1)(a) through (d) below. "School premises" include any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. Once this school notification has been made, the building principal or designee may take such additional precautions as may be necessary to help ensure the safety of students, staff and others that may be present on school premises at the time of the visit.
  - a. A registered sex offender who is the parent of a child enrolled at the school is not subject to the above special school notification requirement if the person notifies the principal or designee at the beginning of each academic school year that he/she is a registered sex offender and that he/she has a child enrolled at the school. If the child is not enrolled at the beginning of the school year, this notification must be made when the child is first enrolled. If the person is not subject to the registered sex offender reporting requirements at the beginning of the school year or when the child first enrolled, this notification must be made when the person first becomes subject to the sex offender reporting requirements.
  - b. A registered sex offender who is a student enrolled at the school is not subject to the above special school notification requirement if the department, agency or person supervising the student under a

dispositional order has worked with school officials to help ensure the safety of the students attending the school with the student.

- c. A registered sex offender who is on the school premises to vote is not subject to the above special school notification requirement if an election is being held that day and the person's polling place is on the school premises.
- d. A registered sex offender who is on the school premises to attend an event or activity that is not sponsored by the school is not subject to the above special school notification requirement.

- 2. In addition to providing the special school notifications outlined above, registered sex offenders visiting the schools must abide by the other requirements outlined in Board policy and this rule, as applicable, similar to other visitors to the schools during the school day. Further, an individual's status as a registered sex offender may preclude the person from being granted permission to be present on school premises (e.g., as a school volunteer).

C. Procedures for Approving and Denying Visitor Requests

- 1. All visitors must register in the office
- 2. Office staff will ask visitors for one or more of the following to run a background check to determine whether a visit is approved or denied:
  - a. Name
  - b. Purpose of Visit
  - c. Photo ID (i.e. Driver's License)
  - d. Date of Birth
  - e. Other
- 3. If the visit is approved the visitor will be provided a visitor's pass to wear. This pass must be worn during the entire visit on the front lapel of the visitor.
- 4. The depth of the background check is dependent upon the nature of the visit.
- 5. Classifications of Background Checks:

Classification	Definition	Examples
Classification 0	No background check required, however extra vigilance, security, and supervision is necessary.	Daytime graduation ceremony, grandparents day, community blood drive, parent teacher conferences
Classification I	Background screening against the national sex offender registry.	Guest speaker who will be supervised by District employees the entire time of the visit, vendors, planned meeting in the building with staff members, unplanned meeting in the building with staff members

Classification	Definition	Examples
Classification II	Background screening against the national sex offender registry and national criminal records.	Visitor with a known background by the staff due to local concerns, volunteers for a field trip in which the volunteer will have responsibility for one student or a group of students without the oversight or supervision of a District employee (see board policy IMP), volunteer tutor who will work with students one-on-one or in small groups without the direct oversight or supervision of a District employee.  Volunteer coaches of school sponsored sports or volunteer advisors of school sponsored clubs in which the coach/advisor is volunteering his/her services for the all of or the majority of an entire season. A season, for example, could be an entire wrestling season or an entire season for a school musical. For volunteers, please see board policy IMP.

6. The building principal or designee has the autonomy to determine whether a visitor will be approved.
7. The standard procedures for visitor reporting and/or registration during the school day may be modified or suspended in the following circumstances:
  - a. In connection with a school performance, assembly, or similar event that is open to members of the public where signage or other communications from the school indicate that the building principal has permitted an exception for the event. Visitors attending an exempted event shall confine their visit to times and locations within the building that are appropriate for the event.
  - b. Except as otherwise directed and/or approved by the building principal, the parent, guardian, or other responsible adult who is bringing a student to school may not accompany his/her child to the student's locker area or classroom entryway prior to the scheduled start of the instructional day for students.

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