

Greater Albany SD 8J
Board Policy

Code: **KK**
Adopted: 10/09/72
Readopted: 3/12/01; 5/20/02; 6/13/11;
4/28/14
Orig. Code(s): BP 5317; BP 8400

Visitors to District Facilities

To ensure the safety of students and staff, preserve the educational environment, protect district property, and prevent disruptive activity, district officials must know if any person who is not a member of the staff or student body is inside the building, or on the facility grounds (except for public usage of facilities in accordance with Board Policy KG, Community Use of District Facilities.)

Visitors and parents or guardians¹ may be permitted on district premises so long as their presence is for constructive, not disruptive, purposes and district officials approve of their visit. Approval will be at the discretion of the facility's administrator, or on-site designee. Visitors to district facilities or on district grounds during the school's instructional day shall first come to the school office and arrange to conduct their business. Once approved to be on premises, visitors will be issued a visitor ID badge, which will be worn and visible at all times while on the premises (In accordance with Administrative Regulation ECAAA-AR, Employee & Visitor identification Badge System.) Visitors will check out with staff in the office prior to leaving, and return their visitor badge at the conclusion of their visit each time.

Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.

No individual may trespass in a district facility or grounds. Trespassing means being present in an unauthorized place or refusing to leave when ordered to do so by a duly constituted authority.

Students may not visit in other schools in the district or invite friends from other schools to visit during school hours. Requests to allow nonresident students to visit schools during the normal school day will be denied. Exceptions to serve as a resource person at the request of the classroom teacher may be allowed with the approval of the principal.

Suspended students, not yet reinstated, may not trespass in a district facility, on district grounds or attend a district-sponsored activity.

END OF POLICY

¹As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

Legal Reference(s):

[ORS 109.056](#)
[ORS 125.005\(4\)](#)
[ORS 125.300 - 125.325](#)
[ORS 164.245](#)
[ORS 164.255](#)
[ORS 166.025](#)
[ORS 166.155 - 166.165](#)
[ORS 332.107](#)
[ORS 419B.373](#)

[OAR 581-015-0005\(18\)](#)

Cross Reference(s):

BG - Board-Staff Communications