

**Visitors to District Facilities\*\***

1. Teacher's work must not be impeded by interruption of visitors or by unreasonable demands on their time.
2. Visitors must not contact individual students except as authorized by the school principal and/or teachers.
3. When in the interest of orderly educational programs and the safety of students it is determined by the school principal that some specific visitor or visitors shall not be permitted to enter the school facilities, the school principal shall do the following:
  - a. Advise the person that he/she is refused admission and give that person an explanation for the refusal;
  - b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.
4. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.

A visitor may also be directed to leave by the staff member administratively in charge of the school building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time or if the visitor's course of conduct would conflict with Board policies, district or building regulations or would violate the law.

5. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The school principal's office should be notified of any direction to leave and given a copy of any written notice.
6. Those who insist on remaining despite a school principal's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to the sheriff's department. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon Revised Statutes.
7. Any visitor who believes that he/she has had a visit unfairly limited may request a meeting with the superintendent. The latter shall meet promptly with the visitor, investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.

8. Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school-sponsored event or on the way to and from school, shall be reported immediately to the school principal and superintendent.