

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

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations by parents and patrons. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program; the orderly administration of the school, school grounds and classrooms; and the safety and welfare of students.

The district is responsible for the schools' supervision and administration. To ensure the school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must adhere to the school office upon entering school property.

1. A visitor may attend events and activities that are monitored by school staff such as cafeteria breakfast and lunch, assemblies, student performances and special events. Visitors may also attend classroom activities through an invitation by the classroom teacher, in concurrence with the building administration and by ensuring staff is available to supervise such visitations.
2. Parents and patrons wishing to visit, observe or assist in individual classrooms must be registered as a district volunteer and follow the Board policy IICC - Volunteers.
3. A visitor to district facilities must report to the school office upon entering school property. Unknown visitors may be asked for identification showing name, date of birth and photograph.
4. All visitor will be given a "VISITOR" badge that must be adequately visible at all times while visiting the school and while on district grounds.
5. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.
6. Visitors must not contact individual students except as authorized by the principal and/or teachers.
7. When, in the interest of orderly educational programs and the safety of students, it is determined by the principal that certain specific visitor or visitors shall not be permitted to enter the school facilities, the principal shall do the following:
  - a. Advise the person that he/she has been refused admission and give that person an explanation for the refusal;
  - b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.
8. 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 building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through a 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.

9. 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 principal's office should be notified of any direction to leave and given a copy of any written notice.
10. Those who insist on remaining despite a staff'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 appropriate law enforcement agency. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon Revised Statutes.
11. 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 principal and superintendent. District staff shall immediately contact law enforcement.
12. Any visitor who believes that he/she has had a visit unfairly limited may request a meeting with the superintendent. The latter shall meet with the visitor, investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.

END OF POLICY

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**Legal Reference(s):**

[ORS 164.245](#)  
[ORS 164.255](#)

[ORS 166.025](#)  
[ORS 166.155 to -166.165](#)

[ORS 332.107](#)  
[ORS 339.327](#)

**Cross Reference(s):**

BG - Board-Staff Communications  
IICC - Volunteers