

## **Visitors to the Schools**

A visitor shall arrange for a visit by contacting the principal or other designated administrative staff member.

A visitor shall report to the principal's office and shall provide name, address, and identification (if desired by the principal), and purpose of the visit. No visitor is authorized to enter or remain upon school premises without permission of the principal or designated representative except to proceed directly to the school office to apply for permission to visit.

Permission to visit will be granted if, in the judgment of the principal or the designated representative, the visit serves school interests. Permission to visit will be denied if, in the judgment of the principal or the designated representative, the visit will be disruptive to the educational program or school order; will impede the work of teachers through visitor interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct will conflict with Board policies, district or building regulations, or will violate the law.

An unauthorized visitor may be directed to leave by any teacher or administrator. An authorized visitor may be directed to leave when any teacher or administrator reasonably believes the visitor to have 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 visitor is exceeding the scope of the permission to visit or if the visit should not continue because of any of the reasons listed in this paragraph.

A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction to leave shall be made in writing. If this is not possible, the direction to leave shall be 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 shall be notified of any direction to leave and shall be given a copy of any written notice. The superintendent' shall be notified.

Failure to follow a direction to leave will render a visitor liable for criminal trespass pursuant to ORS 164.045. Police should be notified.

A direction to leave or a denial or revocation of permission to visit may be protested in writing to the superintendent, who will review the principal's decision. If the superintendent determines that the principal's action was arbitrary in light of the circumstances and established regulations, the superintendent shall so inform the principal and steps shall be taken to arrange a time for a visit. The superintendent is not required to respond to repeated protests from the same individual concerning the same building or situation.

Special programs, functions, or events may be announced as open to the public. In such cases, any member of the public has permission to enter or remain on school premises in those areas reasonably necessary for participation in the function, program, or event.