

Visitors to District Facilities

The district is responsible for supervision and administration of district property. To ensure that the work environment and that school work is not disrupted and that visitors are properly directed to the area(s) that they are interested in, all visitors to district premises must report to the site's office upon entering district property to request authorization to visit elsewhere in the building/site.

Regular visitors who are assisting in the classroom or other school areas will comply with Board policy IICC - Volunteers Policy, including background checks and training for their assigned duties.

Inconsideration of visitation privileges the following guidelines must be honored:

1. Since teacher and student performance is most important, during classroom instruction a visitor's interaction with students, teachers or other visitors should be done only in a nondisruptive way. Teacher and student performance must not be impeded by visitors interrupting the work environment;
2. Except for an imminently dangerous situation, visitors will refrain from disciplining or correcting students and instead should approach the person in charge at a convenient time. Volunteers trained in their duties and authorized by the person in charge are exempt from this provision;
3. Visitors to lunchrooms and other nonclassroom facilities are also required to limit their contact to nondisruptive interactions and will refrain from correcting or disciplining students and staff unless previously authorized and trained by the person in charge to do so;
4. An approved visitor may be directed to leave when a 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 activity; if the visit becomes disruptive to the educational program or school order or impedes the work of teachers/staff as a result of interruptions or unreasonable demands. The person may be asked to leave and may lose visitation privileges;
5. Any visitor who believes that he/she has had a visit unfairly limited may request a meeting in writing with the superintendent, including what the visitor believes were the specific reasons for the limitation or denial of their visit. The superintendent shall set a meeting date within a reasonable time (2-5 work days), investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.