

# Milton-Freewater School District 7

Code: **KK**  
Adopted: 11/23/93  
Readopted: 3/13/17

## Visitors to the Schools

The Board encourages parents and other citizens of the district to visit the school and classrooms to observe the work of students, teachers, and other employees.

In order to assure that no unauthorized persons enter the school, all visitors will report to the school office when entering and will receive an identification badge and authorization to visit elsewhere in the building.

Visitors will be accompanied to the classroom or area they wish to visit by the building principal or his/her designee. A teacher shall not admit a visitor to his/her classroom unless the visitor is accompanied by the principal or another designated staff member.

When a visitor leaves the school premises they should check out in the principal's office and turn in their identification badge.

A stranger or patron on school premises without an identification badge and not accompanied by a staff member should be immediately taken to the principals' office. Staff and students should be thoroughly instructed in this procedure and are expected to comply with this Board direction.

The principal shall have complete authority to exclude from the school premises any persons whom he or she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act.

Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Police may be called if the situation warrants such measures.

Students will not be permitted to bring visitors to school without prior approval of the principal.

END OF POLICY

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### Legal Reference(s):

[ORS 164.245](#)  
[ORS 164.255](#)  
[ORS 166.025](#)  
[ORS 166.155 - 166.165](#)  
[ORS 332.107](#)

### Cross Reference(s):

BG - Board-Staff Communications