

Visitors to District Facilities**

The district believes that a better understanding of our educational program and improved relationship between the schools and community can be developed through school visitations of parents and patrons for the purpose of observation of the work of students and staff or to observe district facilities. However, the district is also responsible for the schools' supervision and administration, and for ensuring that schoolwork is not disrupted and that the schools are safe for students and staff. With these goals in mind, visitors to the school must follow the following guidelines:

1. All visitors to the schools must immediately report to the school office upon entering the school and must sign in, stating their name and the purpose of their visit. Identification may be required
2. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.
3. Visitors who come in to observe, must not contact or interact with students except as authorized by the principal and/or teachers. Authorization must be in compliance with all federal and state laws and district policies.
4. With appropriate advanced notice, parents can also authorize private meetings during school hours between their student and designated visitors.
5. Visitors with valid business (i.e., meeting with a student, teacher or administrator) shall state the purpose of their visit, and will be directed to the appropriate location.
6. Visitors who are present to observe the operation of the school shall be accompanied by a school official or teacher and may not travel throughout the school unaccompanied.
7. Only parents or legal guardians will be allowed to visit the school for the purpose of socializing with a student, except on designated special days (i.e., grandparents' day). Parents must sign in upon entering the school and they must conduct themselves in such a way as to not disrupt the educational process. Parents are expected to limit their contacts to their individual student. In addition, parents must be respectful of the needs, views and beliefs of the other students of the school during their visits and should not discuss controversial subjects with any student other than their own. A private meeting space will be made available if parents wish to discuss topics of a sensitive nature with their student.

Restricting/Ending Permission to Visit

1. When the principal determines that a visitor is in violation of federal or state law, or district policy, the visitor will not be permitted to enter or remain on school grounds. The principal shall do the following:
 - a. Advise the person that he/she is refused admission and give that person an explanation for the refusal; and
 - b. If possible and appropriate, attempt to arrange alternative visitation of the school facilities.
2. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in inappropriate physical contact, loud or disruptive speech or behavior, or violation of a school rule or law.

A visitor may also be directed to leave by school officials if the visit would be disruptive to the educational program or school order, would impede the work of teachers, or if the visitor's course of conduct would conflict with Board policies, district regulations, or would violate the law.

3. 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 issues and gives a brief statement of the reason for the direction to leave. Refusal to obey a direction to leave will be considered trespassing; the police may be called to remove the unauthorized visitor. Visitors who have been directed to leave may not enter the school at a later time unless permission has been given by school officials.
4. Any visitor who believes that he/she has had a visit unfairly limited may request a meeting with the superintendent. The superintendent shall meet as promptly as possible with the visitor, shall advise the Board, and shall investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.
5. 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 or from school shall be reported immediately to the principal the superintendent and law enforcement officials.

END OF POLICY

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