

**VISITORS TO SCHOOLS**

All visitors to the schools must report to the school office upon entry into the school. Visitors will be required to sign-in at the school office and wear a visitor name tag while in the school building. For purposes of this policy the term "visitor" includes parents, guardians and any other person not employed by the school district.

Visitors who wish to observe a classroom while school is in session are required to obtain approval in advance of the visit from the teacher and building administrator so that class disruption may be kept to a minimum. Students wishing to visit another school must receive prior approval by the principal or his/her designee.

School Administrators are authorized to refuse entry onto school property and into school facilities to any person as may be necessary for the education and/or safety of students. In addition, Administrators may require any person engaging in unacceptable behavior or any conduct which will or could interfere with the educational program to immediately leave the school property.

The Superintendent, building principals, and/or their designees are authorized to request assistance of law enforcement officers when necessary to enforce this policy. The Superintendent or his/her designee is authorized to seek prosecution to the full extent of the law when persons violate the provisions of the district policy regarding visitation, damage to school property, loitering, or disruptive activity.

See also policy:

ECA - Building Security

First Reading: 3-4-24  
Second Reading: 4-9-24