

COMMUNITY RELATIONS

Visits to Schools and District Facilities

A. Non-Student Visitation

1. Non-students shall request permission to visit any aspect of an educational program or operation from the administrator with immediate management authority.
2. The non-student shall state the specific educational process they desire to visit and the reason for their visitation.
3. The administrator shall grant permission for non-student visitation except in instances that would violate the rights of others to privacy, endanger the health and safety of students or employees, create a disruption to the operation and/or management of the program, or violate a properly served court order.
4. The principal may withhold approval if, in his/her perception, the on-site visit interferes with the educational process. Similarly, if a visitors' presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.
5. The principal or designee can determine that a visitor should be ordered to leave the facility immediately. The principal or designee can determine if his/her future access will be restricted, and shall attempt to communicate that information to the visitor in person or by telephone. Additionally, the principal or designee may issue a trespass notice in written form. A copy of the notice should be provided to the Superintendent or designee within 24 hours of its issuance.
6. In the event that a non-student is denied the right to visit the operation and/or management of a school program, they may request a hearing within five business days with the district Superintendent for the purpose of resolving the grievance. The Superintendent will schedule a hearing within five business days. The Superintendent or his/her designee will examine all relative information and render a decision at the close of the hearings.
7. If the grievance is not resolved at step 6, the individual requesting visitation rights may petition the board of directors. The board will examine all relevant information and render a decision at the next regular board meeting following the request.
8. All visitors must register at the office upon their arrival at school. A visitor's badge will be worn conspicuously.

9. Non-students are not allowed to be on the grounds to utilize fields, tracks and other facilities without permission of the school administrator during school hours.
10. No one shall solicit funds or conduct private business on school grounds, during school hours, including one-half hour before staff time and one-half hour after staff time, unless approved by the principal or his/her designee.

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