

School/Community Relations

Series 900

Policy Title: Visitors to School District Buildings & Sites

Code No. 903.3

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The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Visitors to school buildings shall report to the main office to receive a visitor's pass. Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

No person, other than a student, teacher, administrator, official, employee, or volunteer of the school district, shall be permitted to enter any classroom or circulate in school buildings without receiving permission from the administrator in charge of the building. Such permission is for the purpose of preventing interruption of normal educational functions and providing safety for students.

Permission shall not be required for anyone who is present in the building for the following only:

- a. Attending any meeting on the premises of any organization which has been duly authorized by the school administration.
- b. Voting or aiding in the conduct of any legally called election.
- c. Attending any duly authorized athletic, recreational, or cultural event.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the

inappropriate conduct.

Adopted: January 14, 1985 Legal Reference: Iowa Code §§ 279.8; 716.7 (2013).

Reviewed June 21, 2010

Amended: March 2, 2015
 December 2, 2019

Cross Reference: 902 Press, Radio and Television News Media
 903.2 Community Resource Persons and Volunteers