
Visitor Policy

Policy 2-205b

Scope:

All visitors to school campuses shall conduct themselves in a manner that does not disrupt the educational process or compromise the safety of students or staff.

Visitors include any individual on campus who is not a student or employee of the District, including:

- Parents/Guardians;
- Contractors; and
- Members of the Public.

Purpose

The Governing Board recognizes its responsibility to maintain a safe and orderly campus and to protect students and staff while allowing appropriate access to District programs and activities.

1. Generally

All Visitors shall:

- Report to the school office immediately upon entering campus;
- Provide identification upon request;
- Sign in using the District's visitor system, if applicable; and
- Sign out upon their departure.

If cleared to visit, Visitors shall receive a visitor badge or pass, which must be worn during their presence on campus.

2. Access and Supervision

Visitors shall:

- Remain in authorized areas only; and
- Be directed or escorted to their destination, as appropriate.

District procedures may include escort requirements to ensure campus awareness of visitor presence.

Visitors shall not record or photograph students or staff without prior authorization, except as permitted by law.

3. Classroom Visits

Classroom visits shall:

- Be arranged in advance with the school office or principal; and
- Be conducted in a manner that does not disrupt instruction.

4. Denial or Revocation of Access

The principal or designee may deny or revoke a visitor's access to campus when necessary to:

- Maintain order;
- Protect student and staff safety; or
- Ensure uninterrupted school operations.

As permitted by law, visitors' access may be prohibited.