

## VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

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 or his/her designee of their presence in the facility upon arrival and sign in.

An adult visitor is defined as any adult that is not a school employee or currently attending district student who visits school during the school day for an isolated event or attends a school-sponsored activity. The visitor shall not have responsibility for children.

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.

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.

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.

All student visitors must have prior approval from the building principal.

All visitors during school hours shall wear appropriate badges identifying them as visitors.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2013).

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

Date of Adoption: June 1982

Date of Review: December 2006, September 2018