

Visitors to District Facilities

The Board encourages parents and other district citizens to visit the schools and classrooms to observe the work of students, teachers and other employees. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students.

To assure the safety of students, all visitors will report to the school office when entering to sign in and receive authorization to visit elsewhere in the building.

Any unauthorized person on school property will be reported to the principal. The person may be asked to leave.

1. Teachers' work must not be impacted by interruption of visitors or by unreasonable demands on their time.
2. Visitors must not contact individual students except as authorized by the principal and/or teachers.
3. Students shall not be permitted to bring visitors to school without prior approval of the principal.
4. When in the interest of orderly educational programs and the safety of students it is determined by the principal that some specific visitor or visitors shall not be permitted to enter the school facilities, the principal shall do the following:
 - a. Advise the person that they are refused admission and give that person an explanation for the refusal;
 - b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.
5. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonable believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a school rule or illegal conduct.
6. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction shall be followed by written notice as soon as possible which identifies the issuer and gives a brief statement of the reason for direction to leave. The principal's office should be notified of any direction.
7. Those who insist on remaining despite a principal's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to the sheriff's department. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon Revised Statutes.
8. Any visitor who believes that they have had a visit unfairly limited, may request a meeting with the superintendent. The latter shall meet promptly with the visitor, investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.
9. Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school sponsored event, or on the way to and from school, shall be reported immediately to the principal, school resource office and the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 164.245](#)
[ORS 164.255](#)

[ORS 166.025](#)
[ORS 166.155 - 166.165](#)

[ORS 332.107](#)

Cross Reference(s):

BG/GBD - Board / Staff Communications

GBD/BG - Board / Staff Communications

IICA - Field Trips and Special Events