

## SCHOOL-COMMUNITY RELATIONS

### Series 900

#### POLICY TITLE VISITORS TO THE SCHOOL DISTRICT BUILDINGS & SITES No. 903.3

The Board welcomes the interest of parents and other members of the school district community and invites them to visit school buildings and sites. All buildings are “secured buildings” and required entry must be gained through the main office. Visitors, which include persons other than employees or students, must notify the main office of their presence in the facility upon arrival.

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. 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 Administrator and/or School Resource Officer to take the action necessary to cease the inappropriate conduct. If the Administrators and/or School Resource Officers are not available, a school district employee will act to cease the inappropriate conduct.

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 Approved: August 14, 1995

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