

Melrose-Mindoro School District

School Visitors Policy

Many individuals may want to enter school buildings during the school day for a variety of reasons. However, the District has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted. For purposes of this policy and its implementing procedures, a "school visitor" is defined as any person who is not employed at the particular school. Visitors may include parents and guardians of students, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the Melrose-Mindoro School District, interested citizens, etc.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are required to report to the school office before going anywhere in the building during the school day. Visitors are required to demonstrate proof of identity. After proving identity to the satisfaction of school staff, visitors shall wear a badge while on the school grounds or in the school buildings identifying them as an authorized visitor to the school.

Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with procedures currently in force. Visitors may not enter any classroom while instruction is in progress or unless specific authority to do so has been granted by the building principal or designee. Classroom visits during instruction will only be authorized if instruction will not be disrupted and student learning will not be hindered. Parents picking up their child during the school day will remain in the office, while school personnel direct or deliver the student or students to the office.

The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day. Other exceptions may also be authorized by procedure or by the Superintendent.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of a registered sex offender to provide the required school notification in writing. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, all administrators have discretionary authority to exclude from school district property or school-sponsored activities any person who in his or her judgement has no legitimate or approved purpose for being present, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. In the event a visitor fails to comply with this policy and/or fails to leave school premises within a reasonable time after an administrator and/or his/her designee makes such request, school staff members are authorized to contact law enforcement.

INITIAL READING: July 23, 2018

APPROVED DATE: August 27, 2018

REVISED DATE: _____