

DODGELAND SCHOOL DISTRICT
Board Policy Manual

860 – Rule

SCHOOL VISITOR PROCEDURES

A. General Requirements for School Visitors

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. Exterior doors of all buildings shall remain locked at all times. Visitors shall be required to enter through the main entrance of the building. Signs shall be posted that instruct visitors to push a button to alert the office of their presence.
3. Surveillance cameras allow office personnel to see the visitor(s) prior to remotely releasing the door lock and instructing the visitor(s) to proceed to the school office to register.
4. When visitors are permitted to enter the building, they shall report to the school office when arriving at and leaving the school premises. Notices shall be displayed prominently in each building indicating that all visitors are required to register with the school office and to obtain authorization from the building principal to remain on the school premises.
5. A notation is made of each visitor's name and the purpose of the visit. All visitors shall be requested to wear a visitor badge when on school premises. Prior to leaving school premises, visitors shall return to the office and return the badge so that office personnel are aware they have left the building.
6. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
7. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted.
8. Visitor requests by parents/guardians of currently enrolled students will generally be given preference if circumstances necessitate limiting the number of visitors.
9. School visitors must comply at all times with Board policies, administrative rules, school regulations and state/federal laws.
10. All staff members are expected to assist in the monitoring of visitors. If a visitor is not wearing the required identification, staff members should offer to assist the visitor, direct the visitor to the school office to register, and, if deemed necessary, accompany the visitor to the office.

B. Exceptions to Visitor Requirements

Parents/guardians or District residents who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the requirements in Section A above.

C. Visitors to Classrooms or Other Instructional Areas

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the staff member in charge or as otherwise deemed necessary by the principal.

2. Because classrooms and other instructional areas are vulnerable to disruption, visitors may be requested to comply with specific conditions, including but not limited to, the following:
 - Remain in a designated place or seat.
 - Refrain from speaking to students while the class or activity is in session.
 - Not entering or leaving the area while an activity is underway.
 - Limit the visit to particular times or length of time.
 - Limit the activities to a particular purpose.
 - Follow particular routes of travel in the building or upon the school grounds.
3. Visitors requesting an individual conference with teachers or administrators during the course of the school day are required to make arrangements in advance.

D. Student Visitors

1. Under most circumstances, student visitors are discouraged.
2. When such visits are permitted, all requirements for visitors apply to students with additional considerations applied at the discretion of the building principal. Student visitors must be age-appropriate for the building they request to visit. The duration of student visits shall be limited to 1 or 2 days.
3. Student visitors from other school districts must have the written permission of both their parents/guardians and the parents/guardians of the District students they intend to accompany into a school.
4. Students who are under suspension, expulsion or other form of discipline from the District or any other school district shall not be permitted to visit a District school. Such students must have obtained expressed prior approval of the principal before entering the building and are restricted to the school office for the duration of their presence in the building.

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