

## VISITORS TO SCHOOL DISTRICT BUILDINGS AND 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. To provide assistance and for security and safety reasons, visitors, which include persons other than district employees or students, must notify the principal or designee of their presence in the facility upon arrival and comply with visitor check-in and approval procedures.

Persons who wish to visit a classroom while school is in session must notify the principal or designee 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 shall not take time from their duties to discuss matters with visitors except when deemed an emergency.

Visitors shall 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. Children will be allowed to visit during the school day only under special circumstances with approval of the principal.

It shall be the responsibility of employees and/or students to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or a principal is not available, a school district employee shall act to cease the inappropriate conduct.

Legal Ref.: Iowa Code §§ 279.8; 716.7.

ADOPTED: 6/25/84  
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