

Visitor Policy

VISITORS TO SCHOOLS FILE: KI

TITLE: Visitors

POLICY:

The School Board welcomes visits by parents in the school, especially if prearranged and for the purpose of conferences with teachers. Any visitor, which for the purpose of this policy shall mean a parent, volunteer, salesman or other person who is not an employee of the School Board, who enters the premises of a school shall report to the principal's office to explain the purpose of the visit and to get permission for the visit. Any visitor to the schools shall be made to feel welcome, shall be allowed to express concerns or questions to the appropriate person and shall be treated with dignity and respect. The following procedures shall be followed:

- (1) All visitors shall check-in at the school's office and obtain permission for the visitation and a visitor's pass.
- (2) Students' parent(s) or legal guardian shall request a conference during nonstudent contact time to avoid interrupting the daily program.
 - (a) All visitors who wish to enter a classroom during an instructional period must have approval in advance by the principal or designee.
 - (b) Teachers shall avoid discussing individual students with parents during class session and parents shall not engage teachers during periods of student supervision.
- (3) Visitation by a non-enrolled student unaccompanied by his/her parent(s) or legal guardian is prohibited unless prior approval has been granted by the principal.
- (4) Loitering in and around the school premises is prohibited.
- (5) Only persons with legal authority to do so (such as School Board Security, law enforcement or Department of Children & Families personnel) shall be allowed to interrogate or question a student on School Board property without the consent of the student's parent(s) or legal guardian.
- (6) Because staff and students should at all times feel that the school and work environment is safe and not hostile, all visitors to School Board property shall comply with all School Board policies while on Board property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.
 - (a) Any visitor who is disruptive, threatening or abusive shall first be asked to relocate to a location in the facility where no students are present and where the matter can be discussed and resolved in a professional manner.
 - (b) Should the visitor refuse to relocate or continue to act in an inappropriate manner, the visitor will be asked to leave the facility. If the person refuses to leave, school personnel should notify appropriate law enforcement personnel. Should the person subsequently return to School Board property and again act in a manner that is disruptive, threatening or abusive or if the initial incident is so extreme that the principal is concerned about the person returning to the facility, the visitor shall be

informed in writing that he or she may attend an appropriate educational workshop regarding communication and conflict resolution in lieu of being prohibited from returning to School Board property.

(c) Any visitor who believes that he or she has wrongfully been asked to participate in the educational workshop or who has been notified that he or she may not return to the property, must first leave the property as requested, but may subsequently appeal the decision to the appropriate Chief Executive Officer.

(d) With the approval of the Chief Executive Officer, if the person refuses to attend and complete the workshop or subsequently acts in an inappropriate manner, the person may be notified in writing that he or she may not return to School Board property except under expressed conditions.

(e) Notwithstanding the above, school personnel shall always have the authority to notify appropriate law enforcement personnel should any visitor to School Board property violate criminal statutes.

(7) This policy shall be posted in each school in a place clearly visible to all visitors.

STATUTORY AUTHORITY: Section 1001.41(2), Florida Statutes

LAWS IMPLEMENTED: Sections 1001.41(5); 1001.43(5); 1001.54; 1006.145, Florida Statutes

ADOPTED: April 1, 1997 **Amended:** January 15, 2002

Campus Volunteers

For those outside the Sandalwood community interested in volunteering at Sandalwood, see **Ms. Roth** for new visitor policy and procedures.