

Policy 904.3 VISITORS TO SCHOOL DISTRICT BUILDINGS & 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; **however, student and staff safety will always be a top priority for the district and procedures will be put in place to make sure everyone is safe.** Visitors, which include persons other than employees or students, must notify the principal **or his/her designee** 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 shall not take time from their duties to discuss matters with visitors.

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.

Parents who drop their children off at school and want to walk them to their classroom will follow the morning entry procedures as outlined in procedures 904.3P1.

It shall be the responsibility of employees 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 principals are not available, a school district employee shall act to cease the inappropriate conduct.

Legal Reference:

[Iowa Code §§ 279.8; 716.7](#) (2005).

Cross Reference:

220 School Visitation by Board of Directors

902 Press, Radio and Television News Media

904.2 Community Resource Persons and Volunteers

Approved January 2020 Reviewed December 2019 Revised May 2007

New Hampton Community School District