

SUGAR-SALEM SCHOOL DISTRICT No. 322

VISITORS TO SCHOOLS POLICY # 4140



COMMUNITY RELATIONS

4140

Visitors to the Schools

While the District encourages visits by Trustees, parents, and citizens to all District buildings, all visitors are required to report to the administration or principal's office upon entering any District building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors first report to the administrative office. This includes all parents, Trustees, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, salespersons, representatives of the news media, former students, and any other visitors.

An individual who wishes to visit a classroom during instructional time may only do so with prior approval from the building principal and classroom teacher. Parents/guardians of District students shall have reasonable access to observe all school activities during school hours in which the child is enrolled, provided they have received prior permission. Parents/guardians who are otherwise legally prohibited from such access shall not be granted this permission. Such visits shall not be permitted if their occurrence, duration, frequency, or conduct on campus interferes with the delivery of instruction or disrupts the normal school environment.

Nothing in this section shall prevent a reasonable denial of entry due to emergency or safety drills, situations outlined in school safety plans, an emergency lockdown, periods of statewide testing, school officials' enforcement of the provisions of section IC 33-512, or other specific situations listed in District policy or building rules.

Conferences should be held outside school hours or during the teacher's conference or prep time.

Conduct on School Property

The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a Trustee, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface District property;
4. Violate any Idaho law, or town or county ordinance;

5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons except in accordance with Policy 3330;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function, including using cellular phones in a disruptive manner;
8. Make an audio or video recording in the classroom without prior approval of the building principal and classroom teacher;
9. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
10. Operate a motor vehicle:
 - A. In a risky manner;
 - B. In excess of 20 miles per hour; or
 - C. In violation of an authorized District employee's directive;
11. Engage in any risky behavior, including rollerblading, roller skating, or skateboarding; or
12. Violate other District policies or regulations, or an authorized District employee's directive.

Enforcement

The principal has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of District policy may lead to removal from the building or grounds and denial of further access to District buildings or grounds.

Anyone observing a person violating this policy shall immediately notify the building principal or designee. The principal or designee may direct the person to leave or remove them from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal. The principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

Cross References:	3330 4320 4420	Student Discipline Disruption of School Operations Visits to District Property by Sex Offenders
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Legal Reference:	IC § 33-512 IC § 33-6601(8)	Governance of Schools Parental Rights
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Policy History:

Adopted on: April 2007

Revised on: August 2023

Reviewed on: