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## ADMINISTRATIVE POLICY

### Visitors to Schools and Campuses

#### INS-A024

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Policies are periodically revised. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1. The District believes that the involvement of parents and community members is vital to development of a better understanding of the District's educational programs and encourages parents and community members to visit schools throughout the school year.
2. For the purposes of this policy, the term "visitor" refers to both parents, guardians, and community members.
3. Visitors are subject to the following conditions:
  - 3.1. Visitations may not disrupt the educational process and need to take into consideration the needs of the educational program, the orderly administration of the school and classroom, the safety and welfare of students, and the protection of the District's facilities and equipment from misuse and vandalism.
  - 3.2. Visitors will follow all policies, procedures, and rules established by the schools and the District. Principals are allowed to implement procedures and rules specific to their school and community and are expected to share this information through normal channels of communication.
  - 3.3. Visitors will not impede teacher and other staff work time by placing unreasonable demands on their time during the instructional day and/or immediately before or after the instructional day, when staff are supervising students.
    - 3.3.1. Visitors at elementary schools are not allowed on the playground during the instructional day.
    - 3.3.2. Visits for times other than the lunch period(s) should be scheduled, through the school office, in advance.
  - 3.4. Visitors will first report to the office to announce his/her presence, identify him/herself, define his/her business, and arrange for visitor approval and the conduct of his/her business.
  - 3.5. Visitors will not act in such a way as to promote discrimination, harassment, prejudice, or racism.
  - 3.6. Visitors will not possess, transmit, sell, or in any way dispense a firearm (including look-alikes) or other implement which could be considered dangerous or used as a weapon. These actions will not be tolerated by the Salem-Keizer School District and any person found in violation of this provision will be subject to referral to law enforcement authorities. Any person on campus or participating in Salem-Keizer School District sponsored functions, other than a police officer or person under the authority of a police officer, is subject to the same requirement.
4. The school administrator has full authority to determine whether a visitor is disrupting the educational process.
5. Schools must maintain the separation of church and state pursuant to ORS 327.109. Therefore, schools must not aid or inhibit any religion or all religions.
  - 5.1. Visitors whose purpose is to influence or solicit students shall be denied entry to the school during the instructional day.
  - 5.2. Visitors may be allowed to be present for a lunch period during the instructional day at the request of a specific student.
  - 5.3. Promotion or inhibition of religion in any form by such visitor is prohibited.



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- 5.4. Invitations to meetings or events sponsored by any ministry, whether to members or non-members of the ministry or religious pursuit, are prohibited while the visitor is on school grounds during instructional hours. Lunchtime is part of the instructional day.
- 6. The principal or his/her designee may disallow the visitor, or request the visitor to leave, if he/she is behaving or has behaved in a manner which in the principal's or his/her designee's opinion might be harmful or disruptive to students or staff.
- 7. Loitering on school district property is prohibited. Loitering occurs when a person is in or near a school building or grounds without having any reason or relationship involving custody of or responsibility of any student, or, upon inquiry be a law enforcement official or school official, not having a specific, legitimate reason for being on District property.
- 8. A student who does not attend the specific school or who has been suspended or expelled from attending that school is committing the crime of loitering if he/she is on the school grounds without a specific, legitimate reason for being there.
- 9. A person commits the crime of criminal trespass in the second degree if he/she enters or remains unlawfully in or upon premises after being asked to leave and a Notice of Criminal Trespass may be issued to said individual.

**Implementing Procedures:**

SEC-F007 – Notice of Criminal Trespass (form)

**Revision History:**

Date	Revision	Description
02/08/2013		Document Approved
3/13/2017		Cabinet approved revisions – Minor wording changes

**Approved By:** Level Office Director (approval on file)