



ADMINISTRATIVE POLICY

Visitors to Schools and Campuses

INS-A024

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

1. The Salem-Keizer School 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. The district is committed to providing a safe and welcoming environment for all.
2. For the purposes of this policy, the term "visitor" refers to both parents, guardians, and community members.
3. This policy applies to visitors in the following settings:
 - Schools and District buildings
 - School and District-sponsored activities and events (in person or digital)
 - District digital platforms and electronic systems
4. Visitors are subject to the following conditions:
 - 4.1. 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, equipment and electronic systems from misuse and vandalism.
 - 4.2. 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.
 - 4.3. 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, and/or time assigned to digital learning platforms.
 - 4.3.1. Visitors at elementary schools are not allowed on the playground during the instructional day.
 - 4.3.2. Visits for times other than the lunch period(s) should be scheduled, through the school office, in advance.
 - 4.4. Visitors will first report to the office to announce their presence, identify themselves, define their business, and arrange for visitor approval and the conduct of their business.
 - 4.5. Visitors will not act in such a way as to promote discrimination, harassment, prejudice, or racism.
 - 4.6. 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.
5. The school administrator has full authority to determine whether a visitor is disrupting the educational process.
6. Visitors are encouraged to immediately report any unsafe or discriminatory conduct to a school district employee.
7. 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.



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- 7.1. Visitors whose purpose is to influence or solicit students shall be denied entry to the school during the instructional day.
- 7.2. Visitors may be allowed to be present for a lunch period during the instructional day at the request of a specific student.
- 7.3. Promotion or inhibition of religion in any form by such visitor is prohibited.
- 7.4. 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.
8. The principal or their designee may disallow the visitor, or request the visitor to leave, if they are behaving or has behaved in a manner which in the principal's or their designee's opinion might be harmful or disruptive to students or staff.
9. 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.
10. 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 trespass if they are on the school grounds without a specific, legitimate reason for being there.
11. A person commits the crime of criminal trespass if they enter or remain unlawfully in or upon premises after being asked to leave and a Notice of Criminal Trespass may be issued to said individual.
12. The district recognizes that maintaining an academic environment free from harmful, unlawful, harassing and/or disruptive behavior is essential to the safe operation of our schools. From time-to-time individual's actions may create a challenge to this safe environment. In those instances, the district may issue a trespass notice which would serve to ban or exclude the individual from District property.
13. In most circumstances individuals will be warned when their behavior is disrupting the educational environment, though some actions can result in an immediate trespass.
14. Buildings may issue at their discretion a criminal trespass utilizing form SEC-F007. This trespass is for a period no longer than 30 days and may contain specific hours or days of trespass. In these instances, building or district level leadership may reduce the length of trespass at any time deemed necessary.
15. A district trespass must be written on Safety and Risk Management Services letter head, it must contain the effective date of the notice, a description of the event(s) resulting in the issuance of trespass, a clear notice of trespass, details on how to access educational services if needed and the trespass appeals process.
16. A district trespass may be appealed in writing to the Assistant Superintendent or Chief Operations Officer.
17. The request should explain why the district trespass notice should be revoked. The appeal must be mailed within five (5) calendar days of receipt of the district trespass notice. The Chief Operations Officer or Assistant Superintendent will review the appeal request, together with the original district trespass notice, and make a determination. The Chief Operations Officer or Assistant Superintendent will respond in writing to all the parties with his/her decision to uphold, modify, or rescind the trespass notice within 10 days of his/her decision.
18. Once a trespass has been issued or upheld it is active indefinitely, however the district trespass order may be appealed additionally 1 year from the date of service. (See sections 15. and 16.)



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19. Any revoked or rescinded criminal trespass / district trespass will be removed from the district tracking system immediately and the effected work site will be notified of the change

Implementing Procedures:

SEC-F007 – Notice of Criminal Trespass (form)

Revision History:

Date	Description
02/08/2013	Document Approved
3/13/2017	Cabinet approved revisions – Minor wording changes
8/2/21	Added information about digital platforms; added a statement about reporting safety concerns
3/3/22	Word change and trespass appeal added to policy.

Approved By: Level Office Director (approval on file)