

### **SCHOOL VISITORS**

Visitors to the School are welcomed. However, the School's educational program is not to be disturbed by such visitors. Board of Directors members will also be required to adhere to this policy. Therefore, the following rules are in effect:

- A. No person shall trespass or loiter in any school building of this School or on the grounds thereof or on other grounds owned or used by the School.
- B. All persons entering a school building shall immediately report their presence to the building office. The principal shall require all visitors to properly identify themselves.
- C. Any parent wishing to visit a school/classroom which his or her child attends may do so only by making prior arrangements with the building principal. Arrangements must be made at least one school day in advance. A class may occasionally be involved in an activity, such as the administration of standardized examinations, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions, the principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.
- D. In the event a person who is not a parent of a child attending the particular school desires to visit a particular classroom or classrooms, this wish should be communicated to the principal prior to the visitor's arrival at the school. If for any reason the visit would interfere with the program planned for the classroom in question on the day of the proposed visit, the principal shall advise the proposed visitor of the scheduling problem, and shall at that time, arrange a definite day of visitation. In the event a person who is not a parent arrives at a particular school, not having made advance arrangements as set forth herein, whether he or she shall be permitted to visit the school or classroom shall be at the discretion of the principal.
- E. A teacher shall not admit a visitor to his or her classroom unless the visitor is either accompanied by the principal or some person designated by the principal, or presents to the teacher approved identification.
- F. While visiting in a classroom under the aforementioned conditions, a visitor shall not interrupt the class in any way, nor speak to or disturb the children. Use of audio or visual equipment to record class activities is prohibited unless approved by the principal. If the visitor desires to ask questions of or to confer with the teacher, he or she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.

- G. In order not to unreasonably interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom.
- H. When a visitor leaves the classroom, unless otherwise arranged with the principal's office, he or she will return directly to the principal's office, and promptly leave the building.
- I. A parent having more than one child in the same school may visit each child's classroom, proceeding from one class to the other. In the event a visitor who is not a parent desires to visit more than one classroom in a building, the principal may require that he or she return to the principal's office after visiting each classroom in order that he or she may be directed to the next classroom he or she desires to visit, and to enable the principal's office to have full knowledge at all times of the number and whereabouts of visitors in the building.
- J. The principal shall have complete authority to exclude from the school premises any persons whom he or she has reason to believe are disruptive to the educational programs in the classroom or in the school, are disturbing the staff or children on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act. If the person refuses to leave, the principal may summon assistance from the appropriate law enforcement agency.

Rules regarding the entry of persons upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, a sign shall be posted in one or more conspicuous locations in the premises stating the following:

“Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.”

LEGAL REFS: O.R.C. §3313.20; 2923.1212

Updated: May 18, 2020  
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