

Visitors to Schools

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Board members and other persons invited by the district for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall abide by the following rules and policies.

- a) When visiting a classroom allow thirty minutes advanced notice to district office.
- b) Report to the district office immediately when entering a school.
- c) Authorized visitors will: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) state their business and their desired location to visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

To ensure that a disruption or interference of instruction does not occur, authorized persons requesting to visit a student or staff member, meet with a student or staff member, or leave something for a student or staff member shall abide by the following rules and policies when entering the premises.

- a) Student shall be called from the classroom to meet authorized person at the district office.
- b) Instructional Staff shall be prohibited from meeting with parents, vendors, or any authorized visitor during instructional time.
- c) Instructional Staff shall be prohibited from meeting with vendors, outside associations/organizations during their defined contract time of employment.
- c) Instructional Staff shall meet with parents during non-instructional time which is defined as during planning hour, before school, or after school hours.

Unauthorized persons shall not loiter on school property at any time. The chief administrative officer of the district shall be given authority to follow this policy and evict

anyone from the premises that is deemed a distraction to the learning process, interference to instruction, or a safety threat to the students, staff, and facility. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Adopted: 1-5-83

Revised: 11-9-88, 11-16-93, 1-12-11

LEGAL REFS.: C.R.S. [18-9-109](#) (interference with school staff or students)
C.R.S. [18-9-110](#) (trespass, interference at or in public buildings)
C.R.S. [18-9-112](#) (definition of loitering)
C.R.S. [18-9-117](#) (unlawful conduct on public property)
C.R.S. [18-12-105.5](#) (unlawful possession of weapons on school property)
C.R.S. [22-32-109.1](#) (7) (Board must adopt open school policy)

CROSS REFS.: [ADC](#), Tobacco-Free Schools
[CE](#), School Building Administration
[ECA/ECAB](#), Security/Access to Buildings
[KFA](#), Public Conduct on School Property