

DATE:

October 23, 2024

AGENDA ITEM (ACTION ITEM):

Receive the revision of Procedure 10.5 AP.1 "Visitors to the Schools".

APPLICABLE BOARD POLICY:

01.5 – School Board Policies

HISTORY/BACKGROUND:

As an additional layer to the District's safety plan, the proposed revision to procedure 10.5 AP.1 will allow schools to better monitor visitors on campus by requiring visitors to follow standard check-in procedures when using areas of the campus outside of the building, such as tracks, walking paths, sports facilities, playgrounds, parking lots, etc. Visitors would be required to wear an identification badge issued by the front office when using areas of the campus outside of the school building, just as visitors are required to do so when inside of a school building.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Receive the revision of Procedure 10.5 AP.1 "Visitors to the Schools".

CONTACT PERSON:

Brian E. Vanover, Assistant Superintendent of Operations

Principal/Administrator



District Administrator



Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

Visitors to the Schools

REPORT TO FRONT OFFICE

~~As soon as practicable but no later than July 1, 2022, a~~All visitors to the school or school facilities are to report to the front office of the building, provide valid identification, and state the purpose of the visit. The school shall provide a visitor's badge to be visibly displayed on a visitor's outer garment.

CLASSROOM VISITATION

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

SCHOOL FACILITIES

Access to school facilities is restricted to facilities or campus areas that are not in use by students for instructional, athletic, or recreational purposes, pending approval of the Principal/designee. Additionally, access is restricted for facilities in which direct contact with students would likely occur.

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Visitors may be excluded from campus at any time in which students are using, or intend to use, a school facility or if the requesting visitor has been excluded from the school/campus by an exclusionary act of the Superintendent.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

SPECIAL INVITATION

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

OBSERVATION BY OUTSIDE AGENCIES

These procedures are established for the purposes of observation only.

NOTE: Unless an outside provider has been sought out and contracted for a needed service by the District, no private therapy or service shall be provided to a student during the school day, within a District School.

The following information/documentation is required by the District before a private, outside therapist/service provider can observe its private client within a District School. Information must be sent to the Director of Special Education (special education students) or to the District Mental Health Coordinator, (regular education students):

Visitors to the Schools

OBSERVATION BY OUTSIDE AGENCIES (CONTINUED)

- Background check clearance on file with District Schools Central Office;
- Individual liability insurance certificate or worker's compensation insurance certificate;
- A copy of credentials in the form of certification/license for the purpose of the observation; and
- A signed release (form can be requested from the school) by the parent/guardian noting that the therapist/outside service provider has been given permission to observe their child during the school day.

Once this information is received, the therapist/service provider may be allowed to come and observe the identified student as follows:

- At a time/day designated and assigned by the Principal/designee (to cause as little disruption to the class or school/learning environment as possible);
- The therapist is to observe only during these designated times, in an education setting (or activity such as lunch or social gathering) and only if confidentiality of other students/parents and disruption of the educational process in these settings can be adequately addressed by the Principal/designee;
- At any time the school or District needs to cancel an appointment or not allow an outside agency/therapist/service provider to return to the school setting, the outside agency will be notified; and
- The outside service providers MUST provide a photo I.D. as well as sign in and out at the school office any time they are on school property during a school day.