

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: March 28, 2024
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VISITORS TO SCHOOLS

The Lake Forest Board of Education encourages visitations by all individuals interested in the education system within the Lake Forest School District. School community members who wish to visit a school shall attempt to contact the main office to arrange a time and communicate the purpose of the visit.

For the purpose of this policy, a visitor is defined as any person that visits a school or facility in a seldom or infrequent manner. Parents/Guardians who are chaperones for daily field trips must utilize the school's visitor management system on the day of the scheduled trip.

The Superintendent, or designee, may deem it necessary to augment the guidelines with specific administrative rules and regulations as needed:

- Visitations by individuals or outside organizations will be arranged with the Building Administrator in keeping with any current administrative rules and regulations.
- All visitors must report to the school's main office to sign in/out and obtain a visitor's pass using the school's visitor management system. Visitors will be required to provide proof of identification to secure a pass.
- All visitors must wear their visitor's pass while on school grounds and/or engaged with any school activity on or off school campus.
- All school personnel will closely watch for strangers, trespassers, and minors no longer in school, who may be in their building without authorization.