

**KM Visitors to the School****KM**

The board welcomes patrons and parents to visit district facilities. Any person who intends to visit a school, including meeting with a teacher or other staff, shall schedule that visit with the teacher and/or a building administrator.

Any visitor to a school shall check-in at the school office and obtain a visitor's badge prior to accessing any part of the building (beyond the main office) and/or before contacting any person in the building or on school grounds. Notices requiring visitors to check-in at the school office shall be posted in all school buildings.

A school administrator or designee has authority to deny access and/or limit the length or time of visits. A school administrator or designee also has the authority to exclude a visitor from the premises if the visitor is disrupting the educational environment or otherwise creating a disturbance. The school administrator or designee shall have authority to prohibit a particular parent or visitor from a school altogether if the parent or visitor persists in disruptive, unwelcome or intimidating conduct. A school administrator or designee may also request aid from any law enforcement agency if a visitor to the school or school grounds fails to comply with school/district policy or instructions from the school administrator or designee.

If a teacher reasonably believes a parent or other visitor will engage in disruptive, unwelcome or intimidating conduct, the teacher may refuse to meet with that parent or visitor unless a principal or district administrator is present.

Approved: 7/24/17

KASB Recommendation – 3/00; 4/07; 4/16