

SANTA ROSA CONSOLIDATED SCHOOLS

K-2450
VISITORS TO SCHOOLS

SUPERINTENDENT
MARTIN MADRID

ADOPTED DATE: 04/14/2005



REVISED DATE: 09/21/2022

PURPOSE:

Establish procedures and guidelines for visitors in the Santa Rosa Consolidated School District. We encourage parents, guardians, and family and community members to visit our schools.

APPLICABILITY:

All visitors who enter any of our Santa Rosa Consolidated Schools.

FORMS:

Visitor Statement of Understanding

DEFINITIONS:

Visitor: Is an unsalaried person who attends a district sponsored event or activity or visits a site in the district for a short time, mostly to observe or participate.

POLICY:

- A. The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Such procedures shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.
- B. The Santa Rosa Consolidated School District will establish and maintain proper procedures for all visitors who come into any of our District Schools. Parents are encouraged to visit the schools. All visitors will be treated respectfully and courteously.
- C. No background clearance is required to visit a site in the district. Visitors shall have no unsupervised exposure or contact with students. When a visitors' time on campus becomes more than a causal visit, or becomes more consistent, they shall be encouraged to become volunteers.
- D. In an effort to ensure the safety and security of our campus, Santa Rosa Schools are considered a closed campus during school hours. A visitor is a guest to our schools. Upon arrival on a school campus, any individual, including a student from another school, must report to the school office, sign in and state the reason for the visit. If the visit occurs after the instructional day, visitors may not be required to sign-out. All visitors are subject to the policies and procedural directives of Santa Rosa Consolidated Schools.
- E. In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired,

arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

- F. No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.
- G. Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.
- H. Visitors will follow our school dress code and shall wear appropriate attire at all times. Failure by the visitor to follow the dress code may result in a delay of the visit or denial of the visit for that day.

PROCEDURES:

A. Visitors – No Background Clearance Required

- 1. This category includes visitors or guests who enter a school for a one-time event. Visitors who exceed two visits each month or visit schools for the intent of supporting district goal should become volunteers and complete the relevant background check and volunteer application.
- 2. Visitors shall comply with the following requirements:
 - i. Visitors shall report their presence and sign in at the school office if the visit occurs during the instructional day, but may not be required to sign in if the event or activity is after the instructional day.
 - ii. Visitors must be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification). ID must also be current.
 - iii. All visitors will read and are required to sign the Visitor Statement of Understanding prior to any visit.
 - iv. Visitors will be issued an approved badge to wear during their visit. The visitor badge will designate them as such while on campus. Visitor badges will be displayed at all times and will be surrendered back to the office following the event or activity.
- 3. The Principal of the school may refuse to allow any particular visitor into the school for good cause or reason. The Principal shall document in writing the reason for denying the visit. A copy of this documentation shall be sent to the Superintendent.

B. Examples of ways in which schools welcome visitors may include such events as:

- 1. guest/resource speakers
- 2. one-time appearance for school or classroom event like a literacy day, play or presentation
- 3. parents and family members who attend school to eat lunch
- 4. visitors for family involvement activity with their student
- 5. parents dropping off items for their student at the school
- 6. vendors making a delivery to a school
- 7. contractors working at the school
- 8. parent-teacher conferences or student meetings