

## KI - VISITORS TO SCHOOLS

All visitors to Poudre School District schools shall be subject to the terms of this policy. Failure to comply with the terms of this policy may result in the denial or withdrawal of the visitor's authorization to visit the school, and/or referral of the matter to law enforcement.

1. As used in this policy, "visitor" includes any person who is not a member of the student body and who is not a member of the regular school staff, and who comes upon school grounds and/or enters a school building.
2. School visitation by District employees who are not members of the regular school staff shall occur as determined by the District to be necessary or advisable.
3. School visitation by individuals who are not District employees is a privilege, not a right, which may be limited, denied or revoked by the District, principal or principal's limited to education-related activities, as deemed by the District or school to be necessary, appropriate or in the best interest of the District, the school, and/or one or more students or staff members at the school. The time(s) and d
5. Notwithstanding the terms of paragraph 4 above and unless otherwise authorized by the appropriate assistant superintendent of school services, requests by individuals who are not District employees to observe classrooms or other areas of the school where education-related activities are in progress shall only be approved for: (a) the parents/guardian of a student in the classroom or area being visited; (b) relatives of a student in the classroom or area being visited; and (c) other visitors authorized by the student's parents/guardian whose observation is reasonably necessary for the student's benefit, as determined by the District or school. With respect to such requested observations:
  - " No more than three (3) visitors shall be approved to observe at any one time, except in unusual circumstances as authorized by the appropriate assistant superintendent of school services.
  - " Visitors approved to observe shall not interfere, distract or otherwise disrupt the education-related activities.

- ” Approved observations by all visitors concerning a particular student shall be considered in the aggregate and shall be limited to the period of time one (1) day per week established by District or school rules, except in unusual circumstances as authorized by the appropriate assistant superintendent of school services.
6. All visitors to school buildings must enter only through designated doors and report directly to the school office immediately upon entering the building.
  7. Upon reporting to the office all visitors must state their business to a school official, who may request any confirmation of the visitor’s identity or business, documentation, or other information the official deems necessary in the interest of securing the safe and efficient operation of the school. If the visitor is deemed to have legitimate business at the school, he or she may be authorized access to those parts of the school building and grounds necessary for that business. In such cases, the visitor: (a) may be required to sign in and out; (b) may be required to wear an identification badge, which must be prominently displayed at all times the visitor is at the school and which must be returned before the visitor leaves the school; and (c) may be required to be accompanied by a District employee for some or all of the visit.

Adopted by Board: April 1972  
Revised by Board: July 1974  
Revised by Board: September 1980  
Revised by Board: April 1982  
Revised by Board: April 1988  
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