Cambria-Friesland School District	**Chapter Code: KK**
Board of Education Policy	**Original Board Policy**

Visitors To The Schools During The School Day

This policy (1) requires all visitors to the school during the school day to stop in the school office to receive authorization to be in the school building; and (2) assigns responsibility to the building principal to provide such authorization.

Many individuals may want to enter school buildings during the school day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day. Other exceptions may also be authorized by the district administrator.

For purposes of this policy and its implementing procedures, any person other than a district student or a district employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, school board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the Cambria-Friesland School District, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the district administrator or building principal has the discretionary authority to exclude from the school premises any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

(When the position "building principal" is referred to in this policy, it means the principal him/herself or his/her designee.)

Approved: February 28, 1983

Reviewed by Board: January 23, 2006

Revised: March 24, 2014