

## VISITORS TO SCHOOLS

### I. Scope

These regulations are written in support of the Board of Education Policy KI Visitors to Schools. These regulations are intended to establish parameters and procedures for community members who wish to visit our schools.

### II. Operating Procedures

- A. All visitors must report to the Principal's Office before going to a classroom or any area on school grounds. If in the judgment of the Principal a visitor's presence may have or is having a disruptive effect on school operations or is interfering with the educational process, the visitor may be denied access to the school. The visitor's access may be restricted as to time or place, and/or the visitor may be directed to leave the school.
- B. All visitors will wear a visitor's badge at all times they are on school grounds.
- C. All visitors will not interfere or intrude upon the educational program.
- D. Visitors may not advocate for any specific business, organization, political candidate, issue, or religion.
- E. Visitors may not distribute any literature or materials that have not been previously approved by the Principal.
- F. The principal is responsible for posting the Notice – All Visitors Must Report to the Office, at the entrances to the building.
- G. Visits to classrooms are arranged as follows:
  - 1. Classroom Visits and Conferences  

Classroom visits and conferences by parents and other persons in the school community are to be arranged through the principal's office.
  - 2. Observations by Individuals or Groups  

An individual or group interested in observing a specific program is to contact the Communications Office to obtain the name(s) of school(s) conducting a program in which the individual or group is interested. The Communications Office may arrange for the observation or request that:

    - a. The individual make arrangements with the principal to observe the program.
    - b. A group observation be arranged by staff in the appropriate office.
- H. Other types of Visitors
  - 1. Solicitor  

Solicitors are defined as those individuals, organizations and/or business who do not sell or supply materials, goods and services.

The school district and its employees in their official capacities will not endorse or supply statements as advertising in support of any solicitor products. Students will not be used as sales agents.

All legal regulations regarding sales tax will be followed.

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Solicitation for funds by charitable organizations will require the approval of the Communications Office before either employees or students may be approached through the school organization or on school premises.

Solicitation for funds for charitable purposes, which are initiated within any school or department of the district, will require the approval of the Communications Office.

2. Vendors

Vendor is defined as those individuals, organizations and/or business who sell or supply materials, goods and services. All vendors will follow all procedures defined in Board policy DJ and all of the sub-codes.

3. Media

The Principal approves all contact with the news media in their building.

The Principal will contact the Communications Office when a contact has been approved.

There is no requirement that the Principal speak to nor allow access to their building and may refer any request to do so by the news media to the Communications Office.

4. Other persons who have the written permission from the Superintendent or the Director of Communications.

These regulations only apply during school hours and at any other time students are under supervision of the staff. The requirements stated in the policy and regulations do not apply when visitors are attending an assembly, athletic event, or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

Adopted September 1972  
Revised February 1984  
Revised June 1988  
Revised April 2004

LEGAL REF.: C.R.S.18-19-112  
C.R.S. 18-12-105.5  
C.R.S. 18-18-407 (2)  
C.R.S. 8-41-106 (Workers Compensation Act)  
C.R.S. 24-10-104 (4)(a) (Colorado Governmental Immunity Act)

CROSS REF.: DJ, Procurement and Contracting  
IJOC, Volunteer Services  
KFA, Public Conduct on School Property  
KHA, Public Solicitations in Schools