

MARSHALL PUBLIC SCHOOLS

SERIES 600 SCHOOL-COMMUNITY RELATIONS

Board Rule 860

SCHOOL VISITOR GUIDELINES

General Requirements for Visitors to Schools

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. All visitors shall report to the school office when either arriving or leaving the school premises. Notices shall be displayed prominently in each building indicating that all visitors are required to register with the school office and to obtain authorization from the building principal, or his/her designee, to remain on the school premises. All visitors shall be requested to wear an appropriate form of identification when on school premises.
3. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
4. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks and while standardized testing or other student assessments are being conducted.
5. If conflicts occur because of the number of visitor requests or other circumstances, parents/guardians of currently enrolled students will generally be given preference.
6. All school visitors must comply at all times with board policies, administrative rules and school regulations.

Exemptions to Visitor Requirements

1. Parents/guardians who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the requirements in Section A above.

Visitors to classrooms or Other Instructional Areas

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - a. remaining in a designated place or seat
 - b. refraining from speaking to students while the class or activity is in session
 - c. refraining from entering or leaving the area while an activity is underway

- d. requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building
 - e. requiring that the visitor be chaperoned
 - f. limiting the duration of the visit to particular times or length of time
 - g. limiting the activities of the visitor to a particular purpose
 - h. designating particular routes of travel in the building or upon the school grounds
3. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

Student Visitors

1. All requirements for visitors apply to students with additional considerations to be applied at the discretion of the building principal. Under most circumstances, student visitors are discouraged. In any event, students must be age-appropriate for the building they wish to visit.
2. Student visitors from other school districts must have the written permission of both their own parent/guardian and the parent/guardian of the Marshall student they wish to accompany into a school.
3. No student who is under suspension, expulsion or other form of discipline from this or any other school district shall be permitted to visit a Marshall school. Such students must have obtained expressed prior approval of the principal before entering and are restricted to the school office for the duration of their presence in the building.

Special Situations

1. Both custodial/residential and non-custodial/non-residential parents of a Marshall student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial/non-residential parent seeks permission to visit, the school shall make a good faith effort to notify the custodial/residential parent in advance of the visit.
2. The building principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.
3. Requests for student visitations of more than 1-2 days are highly unusual and may be denied.

Legal Reference:

Cross Reference:

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