

## **Community Relations - Visitors to the Schools**

Visitors are welcome at any School District building, provided their presence will not be disruptive. In the interest of safety, the following procedures and protocols have been codified and implemented in all buildings:

- All exterior doors will be locked during school hours. Visitors will use the remote buzzer system to request access to the buildings during school hours. Secretaries will ask visitors to identify themselves, and their purpose for entering the building. They will direct visitors to register in the office immediately upon being admitted.
- During school hours, all visitors will enter school buildings through a single, designated entrance.
- Visitors include any persons who are not, at the time of entering the school buildings during school hours, either students, employees, pre-approved volunteers or Board of Education members.
- All visitors will register in the building office immediately and always when entering the school buildings during school hours.
- Visitors will sign in with the office secretary. They will receive a visitors' badge that they will wear at all times during their visit.
- Visitors will sign out with the office secretary after their visit has concluded. They will return their visitors' badge to the office secretary.
- Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers will be held outside school hours or during the teacher's conference/preparation period.
- Staff members ~~may~~ will request identification from any person on school grounds or in any school building during school hours who is not wearing the required visitor identification; refusal to provide such information is a criminal act. Unidentified visitors will be directed to the building office to sign in and register as visitors to the building.
- The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of Board policy.

LEGAL REF.: 105 ILCS 5/24-25.

CROSS REF.: 8:30 (Conduct on School Property)

APPROVED: 6/19/2013