

### **III SCHOOL VISITATION POLICY**

Visits from parents/guardians and interested citizens to schools are encouraged. ***CMSSD operates a closed campus all visitors shall be processed thru the access control procedures that include a metal detector scan and shall report to the school office immediately upon entering a school building to sign in and receive a visitor's pass and to receive permission to proceed.***

School visits shall be scheduled in advance, if possible, and approved by the Principal or designee. Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on grounds.

Approved visits shall acquaint interested persons with the school programs, personnel and operations. Activities may include observing classroom instruction, extracurricular activities, student assemblies, exhibits, safety procedures and lunchroom operations. Scheduled visits shall not interfere with the instructional or non-instructional operations, or the safe environment of the school.

Any problems or concerns of visitors shall be discussed initially only with the Principal. Visitors shall be encouraged to refrain from reporting evaluations of personnel or operating procedures except to the Principal.

Visits to schools by students who are not assigned to that school are not encouraged, except for emergency situations. Only with the knowledge of a parent/guardian and the Principal should a child enter a school other than his/her own.

***All visitors must report to the school office immediately. Any unauthorized entry is defined as trespassing, a Level II offense, and a violation of the law. A student may be prosecuted for such a violation.***

***Note: Adult visitors who fail to adhere to this policy, whose visit interferes with the educational process or who compromise the safety of students and staff may have their visitation privileges restricted and/or may be prosecuted to the full extent of the law.***