

## SAYDEL COMMUNITY SCHOOL DISTRICT

### VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

The Board welcomes the interest of parents and other members of the Saydel School District community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the Principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the Principal and obtain approval from the Principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises and be excluded from the premises for a period of time determined by the Superintendent or his/her designee. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It will be the responsibility of the Superintendent and Principals to take the action necessary to cease the inappropriate conduct. If the Superintendent or Principals are not available, a school district employee will act to cease the inappropriate conduct.

**Legal Reference:** Iowa Code §§ 279.8; 716.7 (2013).

**Cross Reference:** 902 Press, Radio and Television News Media  
903.2 Community Resource Persons and Volunteers

**Approved:** July 1997

**Reviewed:** December 2016

**Revised:** December 2016