

Regulation KI Las Cruces Public Schools

Related Entries: KI, KLG, KLG-R, KFA, JKD, JKD-R
Responsible Office: Associate Superintendent for Instruction

VISITORS TO SCHOOLS

I. PURPOSE

To establish procedures governing visitors to schools within the Las Cruces Public Schools district.

II. DEFINITION

Student Day starts at the time students arrive at school and ends when the dismissal bell indicates the end of the instructional day.

III. PROCEDURES

- A. Any visitor to a Las Cruces Public Schools site during the designated student day is required to sign in at the school's front office, and to secure consent upon arrival and prior to initiating any school-related business, and to sign out at the conclusion of any designated school-related business.
- B. Any visitor to a school who disrupts the educational process during a visit to a school or who becomes disruptive or a threat to the safety or well being of students or staff, will be warned and issued a warning by the school principal or his/her designee. Should the behavior continue, said visitor shall be issued a no trespass letter by the school and will not be allowed inside the school building or upon the school campus at any time.
- C. The school principal is responsible for ensuring the following:
 - 1. All LCPS school sites must have a person designated to monitor the visitor sign-in location, maintain the visitor sign-in log and issue a visitor pass. This location will be in the main office or main entrance hallway.
 - 2. A visitor sign-in log must include a section for the visitor's full name, time the visitor signed in, where the visitor will be in the building and the time the visitor signed out. Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of visit or violates any LCPS policy or regulation. (LCPS JKD-E3)
 - 3. A copy of the school's daily sign-in log must be kept on file for three years.
 - 4. A standard school welcome sign must be placed on all exterior doors. The sign will instruct all visitors to use the main entrance and to report to the sign-in location and follow proper visitor protocols.
 - 5. All exterior doors must be kept secure except the main entrance and designated building entrances where students access the facility from portable classrooms or for other outdoor activities, as appropriate.

D. Visits are arranged as follows:

1. Classroom visits and conferences

- a. Classroom visits and conferences by parents/guardians of current students:
 - i. The process to arrange a classroom visit or conference by parents/guardians of current students will be available from each school.
 - ii. Classroom visits and/or conferences by parents/guardians must be arranged in advance.
 - iii. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class.
- b. School visits by parents/guardians of prospective students:
 - i. All schools are expected to welcome the opportunity to share the strengths of their educational programs with parents/guardians of prospective students.
 - ii. The process for parents/guardians of prospective students to arrange a school visit will be available from each school.
- c. School visits by school-aged children who are not enrolled in the school:
 - i. Visits by school-aged children who are not enrolled in the school must be conducted in such a manner that the visit does not interfere with the classroom activities of any student in the school.
 - ii. In most cases, a visit by school-aged children who are not enrolled in the school, if permitted by the school, will not be permitted for more than one school day.
 - iii. School-aged children visiting the school who are not enrolled in the school must be supervised by a parent or guardian who is not employed by the school district.

2. Observations by individuals or groups

An individual or group interested in observing a specific program must contact the Office of the Associate Superintendent for Instruction to obtain approval. The Office of the Associate Superintendent for Instruction may arrange for the observation or request that:

- a. The individual make arrangements with the principal to observe the program; or
- b. A group observation be arranged by staff in the appropriate office.

E. Visits by media

1. All members of the media, including all reporters, photographers/videographers, shall sign in at the front desk upon their arrival at the school, and shall secure consent from the building principal or his/her designee prior to conversing with, questioning or photographing any staff member or student, either inside the building or anywhere on school grounds.
2. Members of the media shall not be allowed to interrupt classes in progress to conduct interviews with or take photographs of students or staff without the express permission of the school principal. Such interruptions shall be discouraged by the school principal.
3. The school principal and teachers and other school staff shall insure that media photographers/videographers do not take photographs of any student(s) whose parent/guardian has restricted the child's directory information.
4. If a school principal is uncertain about the appropriateness of a visit to his or her school by member(s) of the media, he or she should contact the Superintendent of Schools or the Director of Communications to discuss the media request.

F. Guest Speakers

1. Principal approval.
 - a. The school principal shall give prior approval before any guest speaker is invited to speak at a school or in a classroom.
 - b. A teacher who wishes to invite a guest speaker to his/her classroom shall complete the Guest Speaker Approval form (LCPS Form KI-E1) and present it to the school principal at least five school days prior to the scheduled visit.
2. The following criteria should be considered when inviting a guest speaker to a school or classroom:
 - a. Relevance and value of the speaker's presentation with regard to curricular goals;
 - b. Approximate length, date and time of the speaker's presentation;
 - c. Knowledge, skills and/or personal experience of the speaker as related to the topic;
 - d. The speaker's ability to model appropriate behavior and appearance for students and to stimulate student interest in his/her topic of discussion.

G. Visits by law enforcement and social services agencies

Visits to schools by all law enforcement officers and social services agencies shall be governed by LCPS Policy KLG and KLG-R: Relations with Law Enforcement Authorities and Social Service Agencies.

H. Requests by parents/guardians to have a tutor in their employ come to school to work with a student cannot be approved.



Associate Superintendent for Instruction

August 16, 2011

Date Approved

History: Formerly Procedure #485; KI-R created 11.10.09; revised 08.16.11