

VISITORS TO THE SCHOOLS

FILE: KI

TITLE: Visitors

POLICY:

The school board welcomes visits by parents in the school. Any person who enters the premises of a school shall report to the principal's office to explain the purpose of the visit. Signs to this effect shall be posted at each main entrance to the school plant or other school board property. This rule shall apply to all visitors, parents and salesmen; it shall not be disregarded except in the case of emergency where a special condition exists. The following procedures shall be followed.

- (1) All visitors and parents shall check in at the school's office. The guest register shall be signed by the visitor or parent.
- (2) Student's parent(s) or legal guardian shall request a conference during nonstudent contact time to avoid interrupting the daily program.
- (3) When visits are made for the purpose of conferences with teachers, every effort should be made to prearrange such visits.
- (4) The principal or designee shall approve all visitors and parents who wish to enter a classroom during an instructional period.
- (5) Visitations by non-enrolled students unaccompanied by their parent(s) or legal guardian are prohibited unless they have business with the principal or prior approval has been granted by the principal.
- (6) Loitering in and around the school premises is prohibited.
- (7) Unauthorized persons shall not be allowed to interrogate or question a student of this district during the school day without consent of the student's parent(s) or legal guardian or in their presence or upon the principal's immediate authorization.
- (8) The principal may request any visitor or parent to leave when it is deemed to be in the best interest of the school.
- (9) In the event that a visitor or parent suffers an accident or incident while visiting an OCPS location, a Visitor Accident Report must be completed within 48 hours of the accident and submitted to Risk Management. Provide specific details of the occurrence (answer: who, what, where and when).

LAWS IMPLEMENTED:

Sections 1001.41; 1012.28; 1001.54, Florida Statutes

ADOPTED: 11/17/08