

## Visitors to District

The District welcomes the interest of parents and other community members. Visitors will conduct themselves with respect and consideration for the rights of others while visiting District facilities and/or attending District/school events. Carrying handguns or possession of weapons, including look-alikes and other dangerous objects, is prohibited on District property.

The District prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, and/or illegal or medically unauthorized substances, or "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or and/or illegal or medically unauthorized substances by visitors while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities.

Visitors failing to conduct themselves accordingly may be removed from school district premises by the school official, employee or individual in charge. Law enforcement may be contacted for assistance. The superintendent/designee may exclude an individual who violates this regulation from being present on school district premises in the future and/or attending future school district sponsored or approved activities. It is the responsibility of District staff to report and take the action necessary to cease inappropriate conduct.

A parent or responsible adults must accompany children who visit a District school or office.

### School Visitors

Visitors, which include persons other than employees or students, must report to the school office, sign in, and obtain and wear a District-issued ID badge or nametag. Persons who wish to visit while school is in session must have a valid reason and obtain prior approval from the principal/designee to minimize disruption to the learning environment. Visitors are encouraged to make appointments as District employees' responsibilities may preclude unscheduled meetings.

### Educational Leadership and Support Center (ELSC) Visitors

Visitors, which include persons other than employees, should check in at the main reception desk and be escorted to the appropriate office/department. Visitors are encouraged to make appointments as District employees' responsibilities may preclude unscheduled meetings.

Legal Reference: Code of Iowa: 123.46(2), 279.8 and 716.7  
Policy 608  
Policy 803

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