

# Hudsonville Public Schools

## District Policy Regarding Visitors

### Philosophy

The Hudsonville Public Schools Board of Education believes that schools are educational and enrichment centers for the whole community: therefore, parents, guardians, community members, and others are encouraged to visit schools, participate in activities, and attend school events. Welcoming visitors into the school brings many benefits, including increased public understanding of the educational issues and greater collaboration between school employees, parents, community members, and business patrons. However, all school activities to which the public is invited must be accomplished in a systematic, orderly fashion to avoid any undue disruption, to protect school facilities and equipment, and to also safeguard the security, safety and well being of the students and staff.

### Policy

It is the Policy of the Board to operate and manage District facilities and property in a manner which will avoid disruption and reasonably assure the safety and well being of students, staff members, and individuals visiting schools and attending activities. The Board delegates the authority and responsibility to school officials to enforce this Policy in accomplishing these goals.

1. School officials shall post rules and regulations pertaining to visitors in conspicuous places, on the schools web site, and entrances to the building. The school shall review its policy annually with staff members and others as needed.
2. Before entering school property or school buildings, all visitors, who have not been given prior-approval, shall report to the main office and receive approval from the school principal or designee. All visitors shall be requested to wear an appropriate form of identification when on school property.
3. Student visitors (friends) will not be allowed to attend classes with enrolled students.
4. No student who is under suspension, expulsion or other form of discipline from this District, or any other school district, shall be permitted to visit a District school or activity.
5. Visitor access may be limited on certain days and times during the school day or year.
6. No visitor shall be permitted to interrupt a staff member in the performance of his/her duties whether that interruption is for conversation or observation.
7. No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to students or teachers without first checking in through the office and receiving permission from the principal or designee. Approval for taking a student from school shall be granted only to a parent/guardian having custody unless that parent/guardian gives explicit permission to release the student to a designated family member or adult.

8. Visitors/parents/guardians desiring to conference with teachers are encouraged to call and make an appointment before or after school during non-instructional time.

9. Parents, guardians, relatives and acquaintances are invited and encouraged to enter schools to participate in specific activities, meetings, and appointments with teachers and school officials. Parents and guardians do not have the right to attend school with their children or access school premises, including school buses, without specific authorization from school officials.

10. School officials are vested with the authority and have the right and obligation to utilize every effort in the protection of personnel, students, spectators, and property. A school official has the authority to exclude from schools premises any person who disrupts or who appears likely to become a disruption to the educational program or activity. Individuals who do not comply with the school official's requests and commands may be cited for criminal trespassing. School officials may secure assistance from appropriate law enforcement agencies as needed in the enforcement of this policy.

## Definitions

1. Criminal Trespass: A person is guilty of criminal trespass if he/she does the following

A. enters or remains unlawfully upon school property, and:

1. intends to cause annoyance or injury to a person or damage to property on the school
2. intends to commit a crime; or
3. is reckless as to whether the person's presence will cause fear for the safety of another; or

B. enters or remains without authorization upon school property if notice against entry or remaining has been given by a school official;

1. personal communication to the person by a school official or an individual with apparent to act for a school official
2. the posting of signs reasonably likely to come to the attention of trespassers;
3. fencing or other enclosure obviously designed to exclude trespassers; or
4. a current order of suspension or expulsion

2. School Official: A public school administrator or designee in charge of a school program or activity.

3. School Property: Real property owned or occupied by a public school, including real property temporarily occupied for a school activity or program.

4. Visitor: Any person who is not an employee, volunteer or student of that school