

**COMMUNITY RELATIONS**

**Visits to the Schools**

1. Immediately upon entering any school building or the school grounds, who is not a student of the school or an officer or employee of the District shall, when school is in session, report his/her presence and the reason for visiting the school to the principal or designee. Any person requested by the principal or designee to leave school grounds shall promptly comply.
2. Any visitor who fails to report his/her presence and the reason for visiting the school with a reasonable time or who fails to leave school grounds upon request of the principal or designee, or who returns after leaving school grounds pursuant to such request has committed to an unlawful act and may be prosecuted according to law.
3. Any person who complies with the request of the principal or designee to depart may appeal to the Superintendent/ designee. The appeal must be made within five (5) days after the person has departed from the school campus. The appeal must include why the request to depart was improper and an address to which a hearing notice may be sent. Upon receipt of the appeal request, the Superintendent/designee shall mail a notice of the hearing to the requester. The appeal hearing shall be held within seven (7) days after receipt of the request.

The decision of the Superintendent/designee may be appealed to the Governing Board. The Board shall consider and decide the appeal at its next scheduled regular public meeting. The decision of the Board shall be final.

4. Any person who is in possession of an unauthorized weapon or dangerous instrument or device shall be reported immediately to the local law enforcement agency. The report may be made by any school employee observing the possession of a weapon or dangerous instrument. The employee shall immediately inform the principal who shall ensure that the law enforcement agency has been notified.
5. Adequate signs providing public notice of this regulation shall be posted at every entrance to all school and district locations.

Adopted by the Board: November 7, 1983

Revised November 10, 1985; November 11, 1986; June 22, 1987