

## **VISITORS TO DISTRICT SCHOOLS**

### **I. Scope**

These regulations are written in support of Colorado Springs School District 11 Board of Education (the Board) Policy KI, Visitors to District Schools. These regulations are intended to establish parameters and procedures for community members who wish to visit our schools.

### **II. Operating Procedures**

- A. All visitors must check in at the front office or designated location and obtain authorization before going to a classroom or any area on school grounds. Identification may be required prior to access. If in the judgment of the principal or designee a visitor's presence may have or does have a disruptive effect on school operations or is interfering with the educational process, the visitor may be denied access to the school. The visitor's access may be restricted as to time or place, availability of photo ID, or the visitor may be directed to leave the school.
- B. All visitors should wear a visitor's badge at all times they are on school grounds.
- C. All visitors will not interfere or intrude upon the educational program.
- D. Visitors may not advocate for any specific business, organization, political candidate, issue, or religion.
- E. Visitors may not distribute any literature or materials that have not been previously approved by the Office of Volunteer Services and Community Partnerships (Volunteer Services) (see Policy IB, Academic Freedom).
- F. The principal is responsible for posting "Notice – All Visitors Must Report to the Office, at the entrances to the building."
- G. Classroom visits and conferences by parents/guardians and other persons in the school community are to be arranged through the principal's office.
- H. Other types of Visitors

#### **1. Solicitors**

Solicitors are defined as those individuals, organizations and/or business who wish to promote a service or good to Colorado Springs School District 11 (the District) schools and/or departments. (See Policy KHA, Solicitations in Schools/Departments and Policy KHE, Political Solicitations in Schools/Districts).

#### **2. Vendors**

Vendor is defined as those individuals, organizations and/or businesses who sell or supply materials, goods and services. All vendors will follow all procedures defined in Board policy DJ, Procurement and Contracting.

3. Students

Students visiting schools for various reasons, including but not limited to class shadowing, promotion of activities, will be required to check in and obtain authorization prior to entering the school.

4. Media

The Office of Communications and Community Relations (Communications) approves all contact with the news media in any building, with the exception of extracurricular activities, so long as the media coverage only pertains to the activity being covered.

Communications will contact the principal or department head when a contact has been approved.

There is no requirement that the principal or department head speak to or allow access to their building and will refer any request to do so by the news media to Communications.

Adopted September 1972  
Revised February 1984  
Revised June 1988  
Revised April 2004  
Revised March 8, 2017

LEGAL REF.: C.R.S. 8-41-101, et seq. (Workers Compensation Act)  
C.R.S.18-9-112  
C.R.S. 18-12-105.5  
C.R.S. 18-18-407 (2)  
C.R.S. 24-10-101, et seq. (Colorado Governmental Immunity Act)  
Colorado Springs City Code section 9.2.102

CROSS REF.: DJ, Procurement and Contracting  
IJOC, School Volunteer Services  
KCD, Gifts/Donations to Schools  
KDA, Public Information/School Communications Program  
KDDA, Media Relations, Press Releases, Conference, and Interviews  
KF, Community Use of District Property (for Non-District Use)  
KFA, Public Conduct on School Property  
KHA, Solicitations in Schools/Departments  
KHB, Advertising in Schools/District  
KHE, Political Solicitations in Schools/District  
KI, Visitors to District Schools  
KJJ, Relations with Community Fund-Raising Groups  
KJK, Relations with Partisan Political Organizations