



POLICY 2.06

5-N I recommend that the Board approve development of the proposed **revised** Policy 2.06, entitled “School Visitation.”

[Contact: Nat Harrington, PX 48227.]

Development

CONSENT ITEM

- This revised policy provides guidelines for visitors or any person who is not an employee of the School District that enters a school campus by providing (See paragraph 3):
 - All visitors to report to the school’s office to sign-in , obtain permission and to secure a visitor’s pass.
 - Non-enrolled students, without parents, to obtain approval for school visit.
 - No interference with or disruption in the school’s operation during the visit.
 - No loitering in or around school premises, or presence on school premises without legitimate reasons.
 - Agents, solicitors and sales persons are permitted to visit school premises only if for demonstrating materials or services used in the educational setting.
 - Prohibiting political activities or campaigning on school campuses or facilities.
- The term “visitor” is defined to include parents, volunteers, business partners, community members, public officials, news media, salespersons or any non-District employees. See paragraph 3.
- This revision also updates statutory references.

POLICY 2.06

SCHOOL VISITATION BY PATRONS AND PRESS

- 1
2
3 1. Purpose -- The purpose of this policy is to provide guidelines for visitors or any
4 person who is not an employee of the School District that enters a school campus.
- 5 2. **Applicability and Scope**
 - 6 a. This policy applies to all visitors or any person who is not an employee of the
7 School District.
 - 8 b. This policy does not apply to routine deliveries or scheduled maintenance
9 visits.
- 10 3. **Policy -- The Palm Beach County School Board welcomes visits by parents and**
11 **guardians in schools, especially if prearranged and for the purpose of conferences**
12 **with teachers. Patrons Any visitor, which for the purpose of this policy shall mean,**
13 **parents, volunteers, business partners, community members, public officials,**
14 **professional representatives of the press news media, salespersons or any other**
15 **non-School District employee, shall report to the principal's office to explain the**
16 **purpose of and get permission for the visit, sign-in and to receive a visitor's**
17 **pass/badge. All visitors shall be welcomed, treated with dignity and respect and be**
18 **allowed to express their concerns and/or questions to the appropriate person.**
 - 19 a. All visitors entering a school campus must report to the school's office to sign-
20 in and explain the purpose of, and get permission for, the visit. All visitors will
21 be issued a visitor's pass.
 - 22 b. Any request for visitation shall be made to the principal of the school ~~to be~~
23 visited and be arranged prior to the visit. Any visitation upon which the
24 principal has a question shall be referred to the superintendent's office,
25 appropriate Area Superintendent, or to the Chief pPublic iInformation oOfficer.
 - 26 c. Visits by a non-enrolled student unaccompanied by his/her parent(s) are
27 prohibited unless prior approval has been granted by the principal.
 - 28 d. Parents/guardians are invited to visit the schools. To avoid interrupting the
29 school's daily schedule, the parents should request a conference as noted in
30 the Student and Family Handbook.
 - 31 e. There shall be no interference in or disruption to the operation of the school or
32 undue interruption or disruption in classroom procedure.

- 33 i. Any visitor who is disruptive, threatening or abusive shall be asked to
34 relocate to a location in the school where no students are present and
35 where school personnel can discuss and resolve the matter in a
36 professional manner.
- 37 ii. Loitering in and around school premises is prohibited.
- 38 iii. Any visitor who enters or remains on District property without legitimate
39 purpose may be found to be trespassing and, therefore, in violation of
40 Florida Statutes and subject to arrest and penalties as defined by
41 statutes.
- 42 iv. Except as may be approved in advance by the principal and the teacher,
43 parental observation in the classroom is not permitted in order to protect
44 the privacy of the other students and to avoid the disruption of the
45 instructional process.
- 46 f. Visitation by persons with legal authority, such as School Police, law
47 enforcement or Department of Children and Families personnel, are the only
48 persons allowed to interrogate and/or question a student on School Board
49 property without the consent of the student's parent(s) or guardian(s).
- 50 g. Visitors that are agents, solicitors or salespersons may only come on school
51 premises if the visits are for demonstrating materials or services used in an
52 educational setting.
- 53 i. The principal, after determining the purpose of the visit, shall have the
54 sole discretion to permit visits by agents, solicitors and salespersons.
- 55 ii. Agents, solicitors and salespersons shall sign in at the school's main
56 office upon arrival.
- 57 iii. The principal shall prohibit all other forms of canvassing or soliciting of
58 teachers or students on school premises during school hours.
- 59 h. Visits from elected officials, candidates for national office, representatives of
60 the United States executive branch, Florida government officials, elected
61 officials representing local constituencies and/or spouses of all of the
62 above-mentioned must be cleared by the Superintendent via the Department of
63 Public Affairs.
- 64 i. Once cleared by the Superintendent, the Principal and/or Department of
65 Public Affairs will contact the appropriate Area Superintendent's office to
66 coordinate the visit.
- 67 ii. Political activities and/or campaigning by candidates are prohibited on

68 school campuses or in School District facilities. This includes the
69 distribution of campaign materials, displayed posters, or other
70 paraphernalia, including the presence of a candidate on campus for
71 campaign purposes. The only exception is when a recognized group
72 rents a facility after school hours or, when on Election Day, the School
73 District follows the county election law regarding voting polls located at
74 many Palm Beach County schools.

75 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41, 1001.42 230.22
76 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.42 (17) (19), 1001.43, 1001.54, 1006.07,
77 1006.145 230.23
78 HISTORY: 2/18/72; ___/___2009

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.06 and finds it legally sufficient for development by the Board.

Attorney _____ Date _____