

**Policy KK****Section K: School-Community Relations****SCHOOL VISITORS****Generally**

Charles City Public Schools seeks to create a welcoming and inviting environment for students, parents, guardians, employees, School Board and community members. Whenever possible, all visitors are encouraged to make arrangements in advance of a meeting with school administrators or staff members. While visitors are welcomed in the schools, it is important that they respect and support the importance of instructional time for students and staff.

Upon arriving at a school, all visitors shall report to the Main Office to produce proper identification and sign in to secure a visitor's pass. Visitor's passes must be displayed throughout the visit and should be returned to the Main Office at the end of the visit.

Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school sponsored activities. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who refuse to leave the school grounds or school activity as requested will be considered trespassers. Law enforcement may be called to enforce this policy.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting, program or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information posted at a place where it reasonably may be seen may be prosecuted.

**Parents**

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service and other school programs. Noncustodial parents are not denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

## Board Members

School Board members are welcomed to visit schools within the division. The purpose of these visits is to maintain contact with building employees and increase understanding of actual educational practices.

Adopted: December 15, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-128;18.2-415,22.1-79.

Cross Refs.:	DJG	Vendor Relations
	ECA	Inventory and Reporting of Loss or Damage
	IGBC	Parental Involvement
	KGB	Public Conduct on School Property
	KN	Sex Offender Registry Notification
	KNA	Violent Sex Offenders on School Property