



To promote a better understanding of our educational program and a positive relationship between Bend-La Pine Schools and the community, visitors are encouraged at our schools and school sponsored activities. Visits should be arranged and permitted within considerations of the safety and welfare of students and the orderly administration of educational programs and school operations.

A visitor is an individual whose actions do not rise to the level of a volunteer, as described in KCA-AR: Volunteers / Criminal History Records Check, and may include a parent, close relative or guardian who visits a school for a public or private event involving a student who is the individual's child, close relative or for whom the individual is guardian.

Visitors do not have repeated interaction with one or more children and are not responsible for the care, supervision, guidance, or control of students.

#### **MANDATORY CHECK IN AND OUT**

During regular school hours, all visitors to schools must report directly to the school office of the school to obtain permission to visit. All visitors must report to the school office and sign in and out through the visitor management system. Visitors will receive a name badge and must visibly wear it while on campus.

Visitors who are students at another school or are of school age should pre-arrange their visits through the school office at least 24 hours in advance, unless accompanied by a parent/guardian. Visitors who fail to check in with the school office or wear a visitor's name badge will immediately be asked to leave the school facility.

Visitors to district facilities and schools outside of regular school hours for special programs or events may not be required to check in with the school office. However, such visitors may be directed to leave if the visitor fails to comply with the Visitor Guidelines set forth below.

#### **PERMISSION TO VISIT**

Permission to visit will be granted if, in the judgment of the school principal or designee, the visit serves school interests.

Permission to visit will be denied if the visit is disruptive to the educational program or orderly school operations, impedes the work of district staff through interruptions or unreasonable demands on staff time, or the visitor's course of conduct conflicts with district policies or administrative regulations, building regulations, or the law.

The school principal or designee may also deny permission to visit if they have reasonable cause to believe that the visit would compromise the safety or welfare of students and staff.

The school principal or designee has discretion to limit the scope of the visit as to the duration or specific location of the visit in order to ensure the safety and welfare of students and staff or the orderly administration of educational programs and school operations.

#### **DIRECTION TO LEAVE**

A visitor with permission to visit may be directed to leave when any school official reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, illegal conduct, or violation of district policy or administrative regulation or school rule.

A visitor may also be directed to leave if the visit becomes disruptive to the educational program or orderly school operations, impedes the work of district staff through interruptions or unreasonable demands on staff time, or if the visitor's course of conduct conflicts with district policies or administrative regulations, building regulations, or the law.

Persons having no legitimate purpose or business on district property, who have failed to check in with school office staff, or who have not received permission to visit shall also be directed to leave.

A direction to leave revokes any permission to visit or license to enter. Whenever practicable, the direction to leave should be followed by a written notice which identifies the school official giving the direction to leave and briefly describes the reason for the direction to leave. The school principal should be notified immediately when any visitor is directed to leave and be provided with a copy of any written direction or notice.

Visitors who refuse to leave after being directed to do so by school staff will be considered criminal trespassers pursuant to Oregon law and will be reported to the appropriate law enforcement agency.

A visitor who believes that they have had a visit unfairly limited may follow, KL-AR: Public Complaints.

## **VISITOR GUIDELINES**

All visitors to district facilities and school sponsored activities must comply with the following guidelines:

- Visitors must not impede or interrupt student learning or make unreasonable demands on staff time, or otherwise interfere with the orderly conduct of the district's educational programs or any other district sponsored activity.
- Visitors must not enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district staff.
- Visitors must comply with all district policies and administrative regulations, school rules, federal and state law and administrative regulations, and county and municipal codes and regulations.
- Visitors must not contact individual students except as authorized by the school principal and/or district staff.
- Except as otherwise provided in district policies or administrative regulations, or as allowed by the school principal or designee in relation to the school mission or activities, visitors shall not promote their personal, commercial, or religious interests or of other entities with which the visitor may be associated.
- Visitors must not use, distribute, sell, or deliver unlawful drugs, drug paraphernalia, alcoholic beverages, or tobacco or tobacco products. Visitors under the influence of drugs or alcoholic beverages shall be directed to leave the facility.
- Visitors must not bring, possess, conceal, or use a weapon on district property as stated in KGBB-BP: Firearms Prohibited.

Parents or guardians with repeated attendance as visitors to schools will be asked to complete the district's processes for volunteers in schools.

## **REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY**

All persons who are required to register as a Sex Offender and under Oregon Revised Statutes Chapter 163A are expressly forbidden to be present on any property owned or operated by the district, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during or after school hours. In addition, such Sex Offenders may not attend or be present at any student function or field trip on or off district property that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel. This policy applies to all covered Sex Offenders regardless of their relationship to or affiliation with a student in the school system.

### **Enforcement**

- All district personnel must immediately report to a school administrator the presence or suspected presence of a known or suspected Sex Offender (required to be registered) on school property. School administrators and other supervisory personnel shall report to the Superintendent or designee and law enforcement when they reasonably believe that such Sex Offender is or has been on school property or at a school event.
- School administrators also shall notify the Superintendent or designee of any known parent or guardian of a student at their school who is suspected to be a sex offender (required to be registered).

### **Exceptions**

A person who is banned from district property pursuant to this regulation may be on district property only under the following circumstances:

## Parents or Guardians

An individual who is subject to this regulation and is the parent or guardian of a student enrolled in school may be on school property only for the following reasons:

1. To attend a scheduled conference with school personnel to discuss the child's academic or social progress; or
2. At the request of the principal or designee, for any reason relating to the welfare or transportation of their child.
  - a. For each visit authorized by the principal or designee in accordance with subsection 1 above, the parent or guardian must provide the principal with prior written notice of their registration on the Sex Offender Registry and notice of their presence at school. Notice of the parent or guardian's presence at school must include the nature and specific times of the visit.
  - b. For each visit authorized by subsection 1 above, the parent or guardian must arrange to meet a staff member at the edge of school property, check in at the principal's office upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be permitted to enter or remain on school property.
  - c. For each visit authorized by subsection 1 above, the parent or guardian must comply with all reasonable rules and restrictions placed upon the parent or guardian by the principal or designee, including restrictions on the date, time, location, and length of meeting.

END OF REGULATION

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REVIEWED: 10/23/2006, 5/4/2015, 6/2018, 2/2022, 8/8/2023  
ADOPTED: 10/23/2006, 5/6/2015, 6/2018, 4/12/2022, 8/11/2023

### POLICY / REGULATION CROSS REFERENCE

KCA-AP: Volunteers in Schools  
KCA-AR: Volunteers / Criminal History Records Check  
KGB-AR: Public Conduct on District Property  
KGBB-BP: Firearms Prohibited  
KK-AP: Visitors to District Facilities  
KL-AR: Public Complaints  
KL-BP: Public Complaints

### LEGAL REFERENCE

ORS 163A                      ORS 243.650  
ORS 164.245                ORS 332.107  
ORS 166.025                OAR 584-020-0040 (4)(e), (g)  
ORS 166.155-166.165

- Gun-Free Schools Act of 1994, 20 U.S.C. Section 8921
- Pro-Children Act of 1994, 20 U.S.C. Sections 6081-6084
- Gun-Free School Zones Act of 1990, 18 U.S.C. Sections 921(a)(25), (26) and 922(q); as amended by P.L. 104-208, Section 101(f) (1996) and P.L. 103-322, Section 320904 (1994).
- Senate Bill 554 (2021)