

*NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## Visitors to Schools

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Board members and other persons invited by the district for official business purposes.
4. Prospective students and/or employees their families.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors must report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) be accompanied by a district employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons may not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied, or revoked by a school administrator or designee based on considerations of student and/or staff health, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Adopted: September 18, 1990

Revised: October 1992, February 1994, March 2001, May 2011, March 2013  
August 2020

LEGAL REFS.: C.R.S. 18-9-109 (*interference with school staff or students*)  
C.R.S. 18-9-110 (*trespass, interference at or in public buildings*)  
C.R.S. 18-9-112 (*definition of loitering*)  
C.R.S. 18-9-117 (*unlawful conduct on public property*)  
C.R.S. 18-12-105.5 (*unlawful possession of weapons on school property*)

C.R.S. 22-32-109.1 (7) *(Board must adopt open school policy)*

CROSS REFS.: ADC, Tobacco-Free Schools  
CF, School Building Administration  
EBBA, Prevention of Disease/infection Transmission  
ECA/ECAB, Security/Access to Buildings  
JLCC, Communicable/Infectious Diseases  
KFA, Public Conduct on School Property

*NOTE: In May 2020, the Centers for Disease Control and Protection issued "Considerations for Schools" in response to the COVID-19 global pandemic. This information stated that one strategy schools may use to reduce the spread of COVID-19 is to "[l]imit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible." The language included in the final paragraph of the policy addresses the discretion districts have in limiting visitors based on safety concerns.*