

P11-08-001 School Visitors

A. Visitors to School Board Property

Every school shall endeavor to offer a welcoming environment for visitors of Henrico County Public Schools. The School Board encourages parents and **legal** guardians of students to visit the schools and their child's teachers and offer constructive feedback. Whenever possible, visitors should make arrangements in advance if a meeting with a school administrator or staff member is desired. All visitors to School Board property should be mindful of the importance of instructional time for students and staff. All school administrators shall have the discretion, with the guidance of this and other associated policies and regulations, to take whatever action may be necessary to ensure the safety and security of students and staff and to maintain an orderly learning environment.

During school hours, all visitors shall first report to the school's administrative office to sign in, receive permission to visit and receive and wear a visitor's identification badge. Persons who fail to do so may be considered trespassers. Outside organizations or representatives of the news media seeking to arrange visits to a school shall contact the Chief of Communications and Community Engagement prior to visiting.

School Board employees who work in multiple schools or in the school division's central office must check in with the receptionist at the information desk in the lobby prior to visiting any classroom or administrative offices and shall wear their identification badge in a visible location throughout their visit.

Unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a school shall not be denied the opportunity to participate in any of the student's school activities in which such participation is supported or encouraged by the school solely on the basis of such noncustodial status. School activities include, but are not limited to, lunch breaks, special in-school programs, parent-teacher conferences and meetings, and extracurricular activities. It is the responsibility of the custodial parent to provide the school with any court order restricting a noncustodial parent's access to a student.

Board members may periodically visit schools within the division to obtain information about their operations. These visits provide Board members the opportunity to maintain contact with building employees and increase understanding of actual educational practices.

B. Trespassing

The School Board authorizes the Superintendent and his designees to take whatever steps they consider necessary and appropriate to maintain order in the educational environment and ensure the safety and security of students, employees and other third parties. The Superintendent is authorized to create regulations or other guidance to effectuate this policy.

All visitors to School Board property are expected to be professional, respectful and courteous in their interactions with students, School Board employees and other visitors. Any person who disrupts the educational environment or physically or verbally abuses, threatens, or harasses students, employees or other visitors on School Board property either in person, by telephone or through other electronic communications, may have their access to School Board property restricted in accordance with this policy.

Unlawful entry upon School Board property is prohibited. Entering and remaining upon School Board property after having been directed to vacate by any person authorized to give such direction is unlawful. Entering and remaining upon School Board property in violation of any posted notice prohibiting such entry is unlawful. Unauthorized persons loitering ~~on upon~~ School Board property or found to be in violation of this policy may be treated as trespassers and/or prosecuted as permitted by law. Each time an individual enters

or remains on School Board property after being directed to vacate and/or in violation of any such posted notice shall constitute a separate offense.

No person shall be in a school facility or on school grounds during hours of darkness unless the person is (i) on official school business, (ii) participating in a supervised school activity, (iii) authorized by an administrator, (iv) at an activity open to the public, or (v) a member of an organization having permission to use the school facilities.

School administrators shall inform such law enforcement officers and agencies as are required to maintain order or remove unauthorized or uncooperative visitors from School Board property.

Potential visitors, including parents who are registered sex offenders, should consult Policy [6-09-018](#), "Protection From Sex Offenders" before arriving at school property or school-sponsored activities.

Last Revised August 2019

Refs: Code of Virginia, §§ 18.2-60; 18.2-119, 18.2-128, 18.2-415, 22.1-43, 22.1-79

Refer to the following Policies and Regulation: P6-09-018, "Protection from Sex Offenders" P6-08-003, "Parent Conferences" P7-13-008, "Programs Open to the Public" P7-15-003, "Supervision: Crowd Control (Interscholastic Athletics)" R11-08-001, "Regulations Pertaining to School Visitors"