

Lewis Center for Educational Research

**AR 1250: COMMUNITY RELATIONS
 VISITORS**

Adopted: June 5, 2003

Revised:

The President/CEO or designee shall post at every entrance to each school and school grounds a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave school grounds, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

Immediately upon entering school grounds, visitors (any person who is not a student of the school or a member of the school staff) shall, when school is in session, report their presence and the reason for visiting the school to the principal or designee. Any person the principal or designee asks to leave school grounds for cause shall promptly comply.

The principal or a Lewis Center administrator shall provide written authorization to a designee or members of the school security staff who may request loiterers to leave school premises. The principal or designee should provide visible means of identification to be used by all visitors while on school premises.

All staff members should watch for strangers on Lewis Center grounds and ask such persons if they have registered in the school office. Staff shall immediately inform the principal or administrators when anyone is present who refuses to comply with the registration requirement.

Any possession of unauthorized dangerous instruments, weapons or devices, illegal drugs, alcohol or tobacco, must be reported immediately to the principal, administrator, or designee and may be reported to the local law enforcement agency.

Any visitor who fails to register within a reasonable time after entering the Lewis Center grounds, who fails to leave upon request of the principal, administrator, or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.

Any person who complies with the principal, administrator, or designee's request to depart from school grounds may appeal to the President/CEO or principal. The written request for a hearing must be made within five days after the person's departure from school and must state why the request to depart was considered improper. The request also must provide an address to which a hearing notice may be sent. Upon receipt of the request for a hearing, the President/CEO or principal shall mail a notice of the hearing to the person requesting it. The hearing shall be held within seven days after receipt of the request.

The decision of the President/CEO or principal may be appealed to the Foundation Board. The Board shall consider and decide the matter at the next regular public Board meeting for which it can be placed on the agenda. The Board's decision shall be final.