

VISITORS TO SCHOOLS

PROCEDURES FOR VISITOR COMMUNICATION OR ACCESS RESTRICTIONS

Governing Board Policies KFA (Public Conduct on School Property) and KI, Administrative Regulation KI-RA (Visitors to Schools), and Exhibit KI-E (Visitors to Schools: School Visit Requirements and Acknowledgement) describe the conduct the Phoenix Union High School District (PUHSD) requires of a visitor. These requirements are intended to ensure students, employees, and visitors are safe and a visitor does not interfere with the school's administrative, educational, and operational programs. Copies of KFA, KI, KI-RA, and KI-E are available upon request.

Visitors include any person who is not a PUHSD employee or student when the person is on PUHSD premises or when the person attends a PUHSD-sponsored event held off PUHSD premises.

If a visitor is found to have violated Governing Board Policies KFA or KI, Administrative Regulation KI-RA, or Exhibit KI-E, the visitor's physical access to PUHSD premises or communication access with PUHSD personnel may be restricted.

The decision to restrict a visitor's communication or access as to PUHSD personnel or premises shall be made by the Principal of any PUHSD school, or a District-level administrator. The decision to restrict is based on the following criteria:

- Visitor fails and/or refuses to comply with the requirement to obtain approval of the principal prior to visiting PUHSD premises during the school day, and/or report to school office upon arrival and comply with school procedures for sign-in and identification verification.
- Visitor engages in any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the Board, or engages in conduct which has the effect of such obstruction, disruption or interference.
- Visitor's conduct constitutes physical or verbal abuse or threat of harm to any person on property owned or controlled by PUHSD or at supervised functions sponsored by PUHSD.
- Visitor forcefully or without authorization enters onto or occupies PUHSD facilities, including both buildings and grounds.

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- Visitor engages in the illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on PUHSD property or at school-sponsored functions.
- Visitor fails to comply with the lawful directions of PUHSD officials or of PUHSD security officers or other law enforcement officers acting in performance of their duties, and fails to identify oneself to such officials or officers when lawfully requested to do so.
- Visitor knowingly violates a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Visitor engages in any conduct which constitutes an infraction of any federal, state, or city law or policy or regulation of the Board.
- Visitor carries or possesses a weapon on school grounds, unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

When a determination is made by a Principal or District administrator to restrict a visitor's physical access to PUHSD premises or communication access with District personnel, written notification to visitor shall be sent via first-class mail to the address on record for the visitor with PUHSD no later than two school days from the date the determination is made. This notification is termed a Trespass Order and will include the reason(s) for the Trespass Order.

During the term of a visitor's restriction, if visitor is a parent or guardian of a student of PUHSD, the parent/guardian subject to restriction shall:

- Address any complaints or concerns regarding their student's education or general school matters to the Principal of the school their student attends.
- Be allowed to speak with any PUHSD personnel who contact them directly regarding their student, as long as parent/guardian is not abusive or threatening to personnel.
- Be allowed to contact the Principal or Principal's assistant in the event of a true emergency involving their student.

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- Be allowed to participate in any educational meetings for their student via telephone or such meetings shall be held during business hours at the District main office if parent/guardian is required to attend.
- Be allowed to drop off and pick up their student from PUHSD property.

The visitor's restriction to PUHSD premises or communication with PUHSD personnel shall be for a term set by the Principal or District administrator, and indicated in the Trespass Order to visitor. The term of the restriction will be no less than 45 days and will not exceed 180 days.

Within 14 days of the expiration of the term of the Trespass Order, the Principal will review and assess:

- Visitor's conduct and behavior with District personnel since the date of the Trespass Order, including:
 - Conduct and behavior with District personnel as reported by District personnel or personally witnessed by the Principal.
 - Conduct and behavior generally while in attendance at educational meetings for your child.
 - Whether visitor's conduct since the issuance of the Trespass Order has violated any Governing Board Policies, Administrative Regulation, or laws referenced herein.
 - Whether visitor has complied with the terms of the Trespass Order.

At the expiration of the restriction term, if the Principal finds that the restricted visitor has complied with the Trespass Order, and has communicated with District personnel and behaved in a manner compliant with the Governing Board Policies, Administrative Regulations, and laws, referenced herein, the Trespass Order will be lifted.

If the restricted visitor has failed to comply with the Trespass Order, or engaged in any other or further conduct that warrants restriction by the criteria set forth in this procedure, the restriction may be continued for a second term of no less than 45 days. This continuation shall be determined by the Principal and confirmed by the Assistant Superintendent for Human Resources. Principal shall notify the restricted visitor that the Trespass Order will continue and state the period of time for the continuing restriction.

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If the Principal determines that the restricted visitor has complied with the Trespass Order and that individual circumstances warrant, the Principal may lift the restriction prior to the expiration of the restriction term. All records related to Trespass Orders, including the Trespass Order and communications with the restricted visitor, will be maintained by the District Human Resources Department for a period of three years.

Date: December 3, 2015