

**Sec. 1. PROCEDURES FOR SCHOOL VISITORS**

Notices shall be posted at each IDEA Public Schools campus requiring all visitors to first report to the campus administrative office. This policy shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by IDEA Public Schools, vendors, representatives of the news media, former students, and any other campus visitors.

A visit by visitors to individual classrooms during instructional time requires prior approval of both the campus Principal and teacher whose class is to be visited. Such visits may not be approved or may be terminated where their duration or frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.

IDEA Public Schools or the Principal shall:

1. Require a visitor requesting entry onto a campus to show a driver's license or other form of identification issued by a governmental entity displaying the visitor's photograph.
2. Establish an electronic or paper database fo2(c)1 (r .5 0 (2(c)1 htt)-2 (orogL-mp)2 (u)2 (s)1 Schools security, and may not be sold or otherwise disseminated to third parties. -
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