**CAMPUS VISITORS’ POLICY**

**1. Overview**

Old Main STREAM Academy (OMSA) is committed to encouraging and providing engagement opportunities for all students' families, and to providing safe and orderly learning and working environments.  Therefore, the Board encourages the community and parents to be involved in and support OMSA and the educational program of OMSA.

**2. Purpose**

The purpose of this policy is to outline opportunities to visit OMSA, requirements of visitors, and responses to visitors who violate established rules of OMSA.

**3. Scope**

This policy applies to all visitors of Old Main STREAM Academy (OMSA).

**4. Policy**

**A. Opportunities to Visit the Schools**

To encourage involvement, the following opportunities are provided to visit the schools:

1. Visitors are welcome to observe and learn about the educational program at OMSA subject to reasonable rules established by the principal.

2. Visitors are invited to attend OMSA events that are open to the public, such as athletic events, musical programs, and dramatic productions.

**B. Requirements of Visitors to the Schools**

While the Board of Directors welcome visitors to the schools, its paramount concern is to provide safe and orderly educational and work environments in which disruptions are kept to a minimum.  Therefore, the principal shall establish and enforce reasonable rules to address this concern.  Further, the principal may place reasonable limits on the frequency or conditions of school visits by parents or other visitors to ensure that a positive educational environment is maintained.

School rules regarding visitors shall include, but are not limited to, the following terms:

1. All school visitors during the school day must report immediately to the administrative office at the school and are required to sign in with identification card to get a name badge, including the time of their arrival and their destination. Each principal shall assure that signs are posted in the school to notify visitors of this requirement. Visitors, including parents/guardians are required to wear a nametag identifying them. At their departure, visitors and parents are required to return their nametag to the office and sign out. Trespassers will be prosecuted by law enforcement.

2. School visitors are expected to comply with all school rules and Board policies, including, but not limited to, policies that prohibit the use of tobacco products or possession of illegal drugs or any weapons.

3. Persons who are subject to "Registered Sex Offenders," must comply with the provisions regarding visits to OMSA and facilities.  Accordingly, all persons required to register as sex offenders are forbidden to knowingly be present on any OMSA property or at OMSA events, except parents of students in the limited circumstances set forth.

1. An individual who is a registered sex offender and is the parent or guardian
2. to attend a previously scheduled school conference with school personnel to discuss the child's academic or social progress:

Before scheduling any visit in accordance with this subsection, the parent or guardian must provide the principal with prior written notice of his or her registration on the Sex Offender Registration Program, the date and time of his or her intended presence at school, and the nature and purpose of the visit. The parent must then receive written permission from the principal to be on the school campus or OMSA property.

1. at the express request of the principal or his or her designee, for any reason relating to the welfare or transportation of his or her child:

Before making any visit in accordance with this subsection, the parent or guardian must have provided the principal with prior written notice of his or her registration on the Sex Offender Registration Program. Unless the visit requested by the principal or designee related to the welfare or transportation of a child is of an emergency nature, the parent must receive written permission from the principal to be on the school campus or OMSA property.

1. For each visit authorized by subsection (a) above, the parent or guardian must meet a staff member designated by the principal at the edge of the property, check in at the principal's office (or other designated place) upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian shall not be permitted to enter or remain on OMSA property. In this case, the principal shall make reasonable efforts to reschedule a conference at a mutually convenient time.
2. For each visit authorized by subsection (a) above, the parent or guardian must comply with all rules and restrictions placed upon him or her by the principal, including restrictions on the date, time, location and length of meeting.
3. Rather than scheduling a conference according to the above procedures, as permitted by state and federal law, principals may instead arrange for a conference to be conducted by telephone or other voice or video conferencing means. In this case, the principal and teacher must assure that copies of all pertinent documents are provided to the parent in advance of the conference.
4. The Board authorizes only the school principal to make the initial decision in response to a request of a parent/guardian who is a registered sex offender to be present on OMSA property. Appeal of a principal's decision is available as allowed by OMSA Board policy and NC law.
5. Principals and the Board are prohibited from granting ongoing or special permission for a parent/guardian who is a registered sex offender to be present on OMSA property or at OMS event.

4. Conduct that creates or may reasonably be expected to create a material and substantial disruption of the educational environment or to the operation of the school, or that poses a threat to the safety of students, staff or visitors is prohibited.  Examples of such conduct include but are not limited to:

a. Profane, lewd, obscene, or abusive language, gestures or other written or electronic communication;

b. Rude or riotous noise;

c. Disorderly or assaultive behavior;

d. Vandalism or the defacement of public property;

e. Threats to the health or safety of others; and

f. Any other conduct that violates any applicable laws or policies of the Board.

**C. Responses to Visitors Who Violate Established Rules**

If a school employee becomes aware that an individual is on school property without having received permission or that an individual is engaging in any of the conduct described above, the employee must either direct the individual to the administrative office or notify the principal or assigned designee, depending on the circumstances.

If a school employee suspects that an individual is on school property in violation of "Registered Sex Offenders," the employee must immediately notify the principal or designee, who shall then immediately notify Town Police.

Students shall be instructed to notify a school employee of any suspicious behavior by visitors.  School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

In addition, when an individual is on school property without proper permission or engages in any of the conduct described above, the principal or designee shall notify law enforcement or Town Police and has authority to:

1. Order the individual to leave school property; or

2. Take any other action deemed appropriate under the circumstances.

The OMSA Board of Directors, Principal, or other staff person authorized by the Board of Directors shall have the authority to deny access to or ban any parent or other individual from any OMSA property or off-campus school sponsored events for any egregious behavior or repeated conduct that creates or could create a substantial disruption to the educational environment at any school, or that creates or could create a threat to the health, safety, or welfare of any student, teacher, administrator, or other school personnel.

In addition, individuals may be prohibited from coming onto school property or attending off-campus school sponsored events if they engage in conduct away from school property that creates or may reasonably be expected to create a material and substantial disruption of the educational environment or to the operation of the school, or that poses a threat to the safety of students, staff or visitors.

The Board of Directors or Principal shall develop procedures for banning persons from OMSA property which, at a minimum, shall include the method(s) by which the subject of the ban is given actual notice he or she is banned, information about how the banned person may appeal the decision to the Board or Principal, the duration of the ban, and any terms under which the ban may be terminated.

The ban from OMSA property shall remain in effect until the individual is given written permission by the Board or Principal to return to any school property. An individual who fails to comply with a request to leave school grounds or who comes onto school property or attends off-campus school sponsored events after having been banned may be subject to criminal trespass or other charges.

**The Head of School or designee is authorized to:**

● Limit campus access to persons, including students and parents, who threaten the safety or well-being of the school community, or whose presence disrupts or is likely to disrupt the school environment;

● Call law enforcement personnel to protect against any threat posed by any person or to remove from the school property any person who refuses to leave after being directed to do so by authorized personnel.

**5. Enforcement**

It shall be the responsibility of the OMSA School Principal and Board of Directors to administer this policy for OMSA.

**6. Distribution**

This policy is available to all Old Main STREAM Academy staff and the general public on the Old Main STREAM Academy website.

**7. Policy Version History**

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| Version | Date | Description | Approved By |
| 1.0 | 3/11/2021 | Initial Policy Adopted | OMSA Board |