

## CAVIT VISITORS PLEASE SIGN IN!

To better assist you and allow classes to progress without disruption and to ensure that only authorized persons have contact with our students, please report to the main office, sign in and received a Visitor's Badge. Thank-you for helping us to keep our students safe and secure!

### Visitors in Our School

The Governing Board encourages parents and other district citizens to visit the district's school and classrooms to observe the work of students, teachers and other staff. Since CAVIT is a place of work and learning, however, certain limits must be set for such visits. The Superintendent or his designee is responsible for all persons in buildings and on the grounds. For these reasons, the following rules apply to visitors to the schools:

Anyone who is not a regular staff member or student of the school will be considered a visitor.

**All visitors to the school must report to the Main Office upon arrival at the school. There they will be required to register, and must present a valid drivers' license or official ID.** They will then be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. All visitors must exit via the main entrance of the school when their visit is complete.

Visitors attending school functions that are open to the public, such as student events, public gatherings, or evening presentations, are not required to register.

Parents, prospective students, or parents of prospective students who wish to observe a classroom or tour the campus while school is in session are required to arrange such visits in advance with the classroom teacher(s) and Superintendent so that class disruption is kept to a minimum. Classroom visits and tours are ordinarily held on the first Monday of the month.

Teachers will not take class time to discuss individual matters with visitors. Questions may be directed to the front office and will be directed to teachers as appropriate.

Any unauthorized person on school property will be reported to the Superintendent or his designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

## PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel. The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

## PROHIBITED CONDUCT

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs, or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate any person on the basis of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles;
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, designer, synthetic or look alike drugs or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
- Loiter on or about school property.
- Gambling or card playing on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Use any form of tobacco products on school property.
- Engage in public displays of affection.

### Penalties

Persons who violate this code shall be subject to the following penalties:

Visitors' authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and legal action for trespassing.

Students shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

## **DRUG FREE WORKPLACE**

The Governing Board prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include all drugs which are banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted foods or beverages. The Superintendent or his designee shall implement regulations which meet the requirements of the federal Drug-Free Workplace Act of 1988.

## **NO SMOKING ON SCHOOL PROPERTY**

In accordance with State law, the Governing Board recognizes the health hazards associated with smoking. Therefore, no one is permitted to use tobacco products in any school building or on school property, including school buses, at any time. Persons violating this policy shall be subject to disciplinary procedures. The Superintendent will implement this policy by appropriate regulations and disciplinary codes.