

**VISITORS TO DISTRICT FACILITIES
POLICY**

It is the policy of the Board of Education of Tulsa Technology Center to encourage visits to school facilities during those times designated by the school for visitation purposes. These are usually planned during Vocational Education Week or on other special occasions such as open house, awards assemblies, and graduation ceremonies.

All visitors to District locations are required to register in the office of the Director and state the purpose of their visit. Visitors wishing to tour a facility or visit a specific program must be scheduled with and accompanied by the Director or his or her designee. Visitors will be issued a temporary I.D. badge. Visitors will not be permitted to visit inside classrooms during class hours except with permission of the Director or his or her designee. Student visitors during class time will not be allowed unless they are part of a scheduled tour.

It is not appropriate for visitors to evaluate personnel or operating procedures. In order to prevent unreasonable interference with the education of students and the operation of the district, the Director shall have the right to restrict or deny visitation to a classroom or other area. The Director shall have the right to direct any person to leave school premises who is not a student, officer, or employee thereof who interferes with the peaceful orderly conduct of activities. "Interferes with peaceful conduct" includes actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities, threatening or stalking any person, damaging or causing waste to any property belonging to another person or to Tulsa Technology Center; or direct interference with administration, maintenance or security of property belonging to Tulsa Technology Center.

Any person who has been directed to leave the premises of Tulsa Technology Center shall not be allowed to enter school premises for a period of six (6) months without first obtaining written permission from the Superintendent or Superintendent's designee. If a person who has been directed to leave the premises returns without first receiving written permission, that individual shall be guilty of a misdemeanor.

Any person who has been removed from this institution shall, at the time of removal, be given written notification of the procedures for requesting a hearing or appeal with the Board of Education. That written procedure shall be a copy of this policy.

Filing an Appeal

Within five (5) working days of being directed to leave premises and receiving written notification of procedures for appeal, the individual (“complainant”) may request a hearing before the Board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested.

If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the Board of Education.

Hearing

The hearing shall be conducted by the Board of Education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration’s written summary;
3. Members of the Board of Education shall be afforded the opportunity to ask questions related to the summary and responses;
4. The Board of Education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.

The decision of the Board of Education shall be final and unappealable.

21 O.S. §§ 1375, 1376