

## **Participation by the Public**

### **SCHOOL VISITS--PROCEDURES**

Out-of-town visitors who have made arrangements through the Office of the Superintendent of Schools will be referred to the Deputy Superintendent of School Operations.

Visitors will be referred to region superintendents on a rotating basis unless the visitor(s) has requested a specific school(s). The visitations will be coordinated by School Operations staff and the appropriate region superintendent.

The region superintendent concerned will in turn have a member of his/her staff or a principal of one of the schools in the region receive the visitor or delegation referred to him/her.

Members of the supervisory or administrative staff who have invited professional visitors may elect to receive the visitors whom they have invited, as well as other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the principal and furnished guide services. All visitors are to be made to feel welcome.

There shall be no solicitation of employees or students on personal matters on the school premises by salespersons or agents.

Off-duty M-DCPS employees at work locations other than that to which they are assigned must report to the main office and identify themselves as employees of the School Board of Miami-Dade County. The principal or administrator in charge shall require employees to state their purpose on campus and submit personal identification. The principal or administrator in charge may verify an employee's employment status.

Off-duty M-DCPS employees at work locations other than that to which they are assigned are prohibited from engaging in solicitation/ distribution inside the building or in any areas other than parking areas. This prohibition applies whether the employee is engaging in union or other forms of solicitation/distribution.

Off-duty M-DCPS employees at work locations other than that to which they are assigned may engage in solicitation/distribution in M-DCPS parking areas where the solicitation/distribution involves employee terms and conditions of employment and provided they have adhered to the above.

Individual employees are afforded access to their own work sites and grounds including parking areas, and to parking areas at all other M-DCPS work sites, provided they comply with all of the above.

Persons who are not M-DCPS employees or representatives of an exclusive bargaining agent shall not be afforded access to M-DCPS work sites and grounds including M-DCPS parking areas, except on official School Board business.

The exclusive bargaining agent, where provided by contractual agreement, shall be afforded access to M-DCPS work sites and grounds, including work location parking areas.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23(15) F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Amended: 2-17-82; 6-10-98