

SCHOOL VISITORS

All school visitors are expected to abide by reasonable procedures that have been established to ensure that such visits do not disrupt the educational environment or endanger the safety of students or staff.

Except for persons attending scheduled school programs, all persons who visit a district school, during the school day, shall report to the respective school office upon arrival, sign in, announce the nature and purpose of the visit and obtain a visitor pass before proceeding to their destination. This requirement applies between 8:10 a.m. and 3:15 p.m. After concluding the visit, school visitors are expected to report to the school office, record the time of their departure and return their visitor pass.

A school visitor shall not be permitted to interrupt classroom instruction to speak with a staff member or his/her child unless the school principal and/or secretary grants permission because there is an emergency. The district has established the following classroom observation procedures:

- When a principal receives a request from a child's parent/guardian to visit the child's classroom while in session, the principal will consult the teacher and schedule the classroom visitation for a day and time within one week of the request.
- A parent/guardian who observes a classroom should not interrupt the class. If the parent/guardian wants to ask questions of the teacher or to confer with the teacher, he/she should make arrangements for a conference with the teacher by contacting the teacher at a later time for an appointment.
- To avoid interference with the education of students, the principal may limit the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for the visitors to remain in the classroom.

A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian.

Pre-school children and students from other schools shall not be permitted to visit schools while classes are in session, unless special permission is granted in advance by the school principal.

Approved: September 10, 2018