

Visitors to the Schools

VISITORS DURING THE SCHOOL DAY

1. Exterior doors have signs that direct visitors to the entrance they are to enter.
2. Visitors enter through or by an office area that allows verbal and visual contact by staff.
3. Visitors sign-in and designated staff courteously inquires about the person's name, area or room to be visited, and nature of their visit.
4. Principal/designee may grant request if nature of visit is determined to be appropriate and does not interfere with classroom/school educational activities.
5. Visitors receive a sticker or other badge.
6. Staff should question anyone not wearing proper district or visitor identification and ask that person to proceed to the office to sign-in.
7. If visitor is new to the school or otherwise unsure of the room location, a staff member may accompany him/her.
8. Visitors return to the office to sign-out.
9. Principal/designee will inform parents, parent organizations, and other visitors concerning this procedure.

CLASSROOM VISITATION

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

SPECIAL INVITATION

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions. The principal may modify the visitor procedures to accommodate the large number of visitors during such events.

Review/Revised: 01/31/05