

VISITORS TO THE SCHOOLS

1. The principal in every school in the system must maintain a log book in which every visitor to the school shall write his or her name and address and indicate whether he or she is a parent of a child attending that school. This log book shall be available in the principal's office at all times during the school day. All persons entering a school building must sign the log book as soon as they enter the building, regardless of the purpose of their visit; provided, however, the principal may excuse tradespeople who make regular visits to the school building from the obligation of signing the log book. The principal shall require all visitors, including persons seeking the preferential treatment afforded parents under this policy, to properly identify themselves.
2. The term "parent" as used in this policy, refers not only to a natural parent, but to all guardians and other persons having the care and custody of the child attending the school. Any parent wishing to visit a school which his or her child attends may do so at any time during school hours. A parent who wishes to visit the child's class while in session may do so without advance notice or scheduling. Nevertheless, a class may occasionally be involved in an activity, such as the administration of standardized examinations, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions the principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.
3. In the event a person who is not a parent of a child attending the particular school desires to visit a particular classroom or classrooms, this wish should be communicated to the principal prior to his or her arrival at the school. If for any reason the visit would interfere with the program planned for the classroom in question on the day of the proposed visit, then the principal shall advise the proposed visitor of the scheduling problem, and shall at that time arrange a definite day of visitation within one week of the person's first communication to the principal. In the event a person who is not a parent arrives at a particular school, not having made advance arrangements as set forth herein, whether he or shall be permitted to visit the school or particular classroom shall be at the discretion the principal.
4. When a visitor arrives at a particular school building for the purpose of visiting a classroom, or for any other purpose, he or she shall first sign the log book then either the principal or the person designated by the principal shall accompany the visitor to the classroom involved, or the visitor shall be given an identification disc, card, or note and allowed to proceed to the classroom unaccompanied. A teacher shall not admit a visitor to his or her classroom unless the visitor is either accompanied by the principal or some person designated by the principal, or presents to the teacher the aforementioned

identification.

5. While visiting in a classroom under the aforementioned conditions, a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, he or she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.
6. In order not to unreasonably interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict 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 a visitor to remain in a classroom. In all such determinations, preference shall be given to parents of children attending the school.
7. When a visitor leaves the classroom, unless otherwise arranged with the principal's office, he or she shall return directly to the principal's office, return the identification pass and promptly leave the building.
8. A parent having more than one child in the same school may visit each child's classroom, proceeding from one class to the other. In the event a visitor who is not a parent desires to visit more than one classroom in a building, the principal may require that he or she return to the principal's office after visiting each classroom in order that he or she may be directed to the next classroom he or she desires to visit, and to enable the principal's office to have full knowledge at all times of the number and whereabouts of visitors in the building.
9. The principal shall have complete authority to exclude from the school premises any persons whom he or she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act.