

## **School Community Relations**

### **Administrative Procedure – Rules Governing Visitors to Schools**

The Board welcomes the active interest of parents and citizens in their public schools, and invites the community to visit the schools; however, since schools are a place of work and learning, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

1. Anyone who is not a regular staff member or student of the school shall be termed a “visitor”.
2. Any visitor to the school must report to the office of the principal upon arrival at the school.
3. Parents or citizens who wish to observe a classroom while school is in session must arrange such visits in advance with the principal and teacher, so that class disruption may be kept to a minimum.
4. Teachers are not expected to take class time to discuss individual matters with visitors.
5. Every school within the District shall post at every entrance notice that all campus visitors must obtain permission to be on campus.
6. Principals will develop procedures for maximizing a visit by patrons which may include:
  - a. Welcoming visitors in the school office.
  - b. Providing a visitor’s pass or badge, and having them sign in with a signature, date, and reason for the visit.
  - c. Advising visitors of their responsibilities and of any special problems.
  - d. Directing or accompanying visitors to the desired area.
  - e. Providing special instructions for special occasions.
7. When a visitor’s actions or presence in the classroom disrupts in any manner the instructional program, the principal is authorized to advise the individual to leave.
8. The principal may exclude from the classroom, school building, or premises those visitors who are disruptive.

9. The principal is authorized to call the police to aid in the removal of a disruptive individual.
10. If the parent or guardian seeks to contact a pupil by telephone, it will be permitted only in cases of extreme emergency.
11. Notes, telephone calls and requests in person to release pupils from school are permitted only in cases of extreme emergency and only with authority.
12. School visitors constitute a valuable public relations asset, and school personnel should welcome visitations by parents, and others. Special events, such as American Education Week, Open Houses, P.T.A. Meetings, Parent-Teacher Conferences, and displays of pupil work, should be publicized in the District to encourage the parents and guardians to visit the school.

Adopted: 8/24/04