

Visitors to School

The Board of Trustees welcomes and encourages the active interest of parents and citizens in their public schools, and invites the community to visit at any time. However, since schools are a place of work and learning, certain limits must be set to balance the interest between the visitor's participation and the school's mission to educate the students. To assist in this balancing, the building principal is assigned the responsibility of identifying all persons within the school and on school premises. For these reasons, the following policy applies to visitors to the school:

- All persons who are not a regular staff member or student of the school will be termed a "visitor".
- All visitors on school property during school hours must sign in at the school main office upon arrival at the school.
- All visitors must wear a school issued badge identifying them as a "visitor".
- All visitors who wish to observe a classroom while school is in session are required to coordinate such visits in advance with the principal and the teacher, for the purpose of ensuring that class disruption is minimized.
- Visitors are expected to refrain from speaking with teachers during class time and correspondingly, teachers are not authorized to discuss individual matters with visitors while class is in session.

Adopted: October 28, 1998

Reviewed: January 30, 2007

Revised: March 15, 2007, August 12, 2010