

VISITOR GUIDELINES

860-Rule

- 1) The principal in every school in the system must maintain a log book in which every visitor shall write his/her name and address and indicate whether he/she is a parent of a student attending that school. This log book shall be available in the school office at all times during the school day. All persons other than employees, students, and regularly assigned volunteers entering a school building, must sign the log book as soon as they enter the building, regardless of the purpose of their visit. The principal may excuse trades people 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 Board policy, to properly identify themselves. Visitors will be given a visitor pass to be worn during their visit.
- 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 parents wishing to visit a school which his/her child attends may do so at any time during school hours. A parent who wishes to visit the student'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/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/she shall be permitted to visit the school or particular classroom shall be at the discretion of 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/she shall first sign the log book, then be issued a visitor pass.

- 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 students. If the visitor desires to ask questions of or to confer with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.
- 6) To avoid unreasonably interfering with the education of the children or the school program, or 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 the visitors to remain in the classroom. In all such determinations, preference shall be given to parents of children attending the school.
- 7) 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/she return to the principal's office after visiting each classroom he/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.
- 8) The principal may waive the registration and pass requirements on days when the general public or large groups of parents are invited to the schools for performances or special events in classrooms.
- 9) The principal shall have complete authority to exclude from the school premises any persons whom he/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.

Adopted: 2/14/83

Revised: 5/11/92
March 1994

Waunakee Community School District