

**VISITORS IN SCHOOLS REGULATIONS**

Since schools are a place of work and learning, certain limits apply to visitors who enter onto school property. For these reasons, the following regulations apply to visitors to the school:

1. Anyone who is not a regular staff member, volunteer, or student of the school will be deemed a "visitor".
2. Visitors to the school during the designated school day must report to the administrative office upon arrival. Visitors are required to sign in and out of the building as directed, and to wear a visitor identification sticker at all times while in the school or on school grounds. Administrators shall ensure that signs are posted at every entrance to the school to notify visitors of this requirement.
3. Visitors attending school functions that are open to the public, such as parent-teacher meetings, conferences, school programs, assemblies, graduations, and athletic events, are not required to register.
4. Parents or members of the public who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s). The classroom teacher(s) shall notify the building Administrator of a requested classroom visit. The approval of such visits is at the discretion of the building Administrator.
5. Young children who are not students in the District are not to be brought on school property during the school day without administrative approval.
6. Students will not be permitted to bring brothers and sisters to school who are not enrolled in the District except for special programs specified by the teacher.
7. Requests to bring out-of-town visitors to school must be submitted to the Administrator.
8. A request by a parent/guardian to have a provider in their employ visit the school to work with a student during the designated school day shall be prohibited unless provided for by the student's individualized education plan (IEP).
9. The building Administrator reserves the right to limit or schedule classroom visits or visitors to avoid disruption to the educational program, normal operation of the classroom and school while also ensuring the safety, security, and privacy of students.
10. Teachers are not expected to take class time to discuss individual matters with visitors. Visitors who wish to discuss a matter with a teacher or employee are encouraged to do so by appointment, phone call, or email.
11. Staff members may receive visitors in the staff lounge during a duty-free lunch hour or after work hours but not during the school day.