

**Tumwater School District
Board Policy**

SCHOOL VISITATION RIGHTS OF NON-STUDENTS

The paramount concern of the Tumwater School District is the welfare of students and the orderly operation of the educational process. At the same time in order to promote understanding and communication with parents and the community at large, the board of directors recognizes that parents and other members of the public ought to be able to visit schools and observe the educational program. In order to encourage the latter with a minimum disruption of the educational program, the following conditions govern the visitation by non-students in the schools of the Tumwater School District:

1. All visitors to a school and/or classroom shall be approved by the principal or designee. All visitors shall check in at the main office and provide identification. If the visit is to a classroom, the time will be arranged after the principal has conferred with the teacher.
2. The District will attempt to afford an opportunity for the teacher to confer with the classroom visitor before and/or after the visitation.
3. All non-students are expected to report to the office, whether or not the visit to school has been prearranged.
4. All unannounced visitors shall be reported to the principal's office.
5. The principal or supervisor may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or supervisor may withdraw approval. In either case the principal or supervisor shall give reasons for the action.
6. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - A. The visitor shall first discuss the matter with the building principal.
 - B. If it is not satisfactorily resolved, the visitor may request a meeting with the district superintendent. The latter shall promptly meet with the visitor, investigate the dispute and, render a written decision which shall be final; subject only to the citizen's right to raise an issue in open meeting at a regular session of the board of directors.

ADOPTED: December 8, 1977

REVISED: April 11, 2013