

# Salinas City Elementary School District

Community Relations

Exhibit #1250

## Visitors to the Schools

For inclusion in each school handbook.

Visits by parents and members of the public are encouraged and school staff are asked to accommodate as many requests to visit as possible with a minimum disruption to the educational program.

Visitors are invited to attend school-wide open houses, special events, program demonstrations and to observe classroom activities. The following procedures shall be followed to maintain a minimum disruption to the educational program and to monitor visitors on campus:

1. The Superintendent shall see that each school has a notice at appropriate entrances which describes visitor registration requirements, the location for registration and penalties for non-compliance.
2. All visitors are required to register at the office upon entering the school grounds. At special events and open houses where large groups of visitors will be present, the registration shall take place in each classroom.
3. The Principal and staff shall provide appropriate hospitality for visitors and provide a visible means of identification to be used by visitors while at school.
4. To ensure minimum interruption of the regular classroom program, classroom visits shall be arranged with the teacher or Principal. Visits to the classroom shall not interfere with the instructional program. If a conference is desired, an appointment should be arranged before or after classroom hours.
5. All staff need to be alert for strangers on campus and ask visitors if they have registered at the office when no visible means of identification is observed.
6. The Principal shall designate by written authorization all staff members with authority to request loiterers to leave the school premises. (The law requires such written authorization.)
7. The Principal shall include visitor requirements in notices to parents at least once each school year.