

**SUBJECT: VISITORS TO THE SCHOOL**

Close communication and supportive relationships between parents or guardians and schools are essential to increasing student achievement and enhancing school climate. The District supports these efforts through effective and appropriate visitations to schools and to classrooms by parents or guardians, community members, and other appropriate individuals, subject to the following guidelines:

- 1) Parents or guardians may request a visit to their child's classroom(s) through the building principal, at which time the purpose of the visit will be established. The principal will review the request in consideration of all visitor protocols and has the authority to approve or deny such reasonable request. If approved, the date and time of the visit will be mutually agreed upon directly between the parent or guardian and the teacher whose classroom is being visited. The building principal will be notified, in advance, of the arrangements which have been agreed upon for the visit.
- 2) Teachers may request that a parent or guardian visit the classroom by directly contacting the parent or guardian and establishing a mutually agreed upon time and date. The building principal will be notified of the visit, in advance.
- 3) Visitations by individuals other than parents or guardians must be arranged directly between the building principal and the individual making the request. The purpose of the visit will be made clear at that time in order to facilitate appropriate arrangements.
- 4) Visitation will occur in a way that avoids or minimizes disruption to the normal learning process and the ordinary classroom routine. The building principal may be present when appropriate. Visitors must maintain confidentiality regarding information which they acquire during the course of the visit as explained to the visitor by the building principal. Further, visitors must comply with the District's *Code of Conduct*.
- 5) Individuals visiting the schools must report to the Single Point of Entry and follow the specific visitor procedures prescribed by that building. Upon successful completion of all visitor procedures, visitors will be escorted by school personnel to the location they are planning to visit.
- 6) All visitors will be given an identification badge upon entry. If a staff member notices that a visitor does not have a visible badge, he or she should report that occurrence to the building principal or designee.
- 7) Before a child may be taken from the building by a non-school person, the visitor must be recognized by the building principal or designee as one having the legal right to take the child. The visitor will wait in the Main Office or designated location for the child to come from the classroom and/or follow other duly approved procedures for that building.
- 8) Signs will be posted throughout the school building directing visitors to report to the Single Point of Entry.