

Visitors In the Schools

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, school board member, or student of the school will be deemed a "visitor". Visitors may include parents, contractors, vendors, services providers, and any other member of the public.
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 using the Visitor Management System, or as otherwise directed, and to wear a visitor identification name tag at all times while in the school or on school property. Administrators shall ensure that signs are posted at every entrance to the school to notify visitors of this requirement.
3. When parents or other visitors are invited to attend or volunteer with a special event in a classroom while school is in session, the classroom teacher(s) shall notify the building principal and seek prior approval. The approval of such visits is at the discretion of the building principal.
4. Young children who are not students in the District are not to be brought on school property during the school day without administrative approval.
5. Students will not be permitted to bring brothers and sisters to school during the school day who are not enrolled in the District [except for special programs specified by the teacher].
6. Visitors attending school functions that are open to the public, such as parent-teacher meetings, conferences, school programs, assemblies, graduations, and athletic and other extracurricular events, are not required to follow the sign in/out procedures identified above.
7. A request by a parent/guardian to have an outside, non-school based provider visit the school to work with their child during the designated school day shall be prohibited unless provided for by the student's individualized education program (IEP), Section 504 plan, individual health plan, or another plan or program identified under the law. Private tutors may be allowed on school property for the purpose of providing tutoring services to students.
8. The building principal 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.

9. Administration reserves the right to ask a visitor to leave school property and to limit or restrict an individual's ability to visit school property and/or communicate directly with district personnel when their conduct is in violation of district policy or state or federal law.
10. Teachers are not expected to take class time to discuss individual matters with visitors, including parents. Parents or visitors who wish to discuss a matter with a teacher or employee are encouraged to do so by appointment, pre-arranged phone call, or email. Teachers may discuss individual student matters and education records only with the parents/guardians of the student in question, in accordance with FERPA regulations. School staff are not authorized to answer administrative and school board-level questions or serve as a spokesperson on behalf of the District unless they have received prior authorization from the Superintendent or the Board.
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 or during instructional time.