

Book	Policy Manual
Section	(J) OPERATIONS
Title	Policy J125 - Visitors To School Building And Classrooms
Code	J125
Status	Active
Adopted	May 14, 2014
Last Revised	May 14, 2014
Last Reviewed	May 14, 2014

Policy Number: J125

Title: Visitors to School Building and Classrooms

Section: Operations

I. Purpose

The Joint Committee adopts this policy to ensure that visitors have the opportunity to visit EASTERN for appropriate purposes, and to ensure that all visitors follow uniform procedures so as to maintain a safe and orderly atmosphere on EASTERN'S premises for students and staff at all times.

All visitors to the EASTERN school building during the school day must report to, sign in and register and sign out with designated EASTERN building personnel upon entering the school. Registration must be completed prior to conducting any business in the school. All visitors must wear the appropriate EASTERN visitor badge/identification. Any request or question from a visitor about the school, or its students, shall be directed first to the Director's office.

All EASTERN employees are authorized to order any person failing to follow the above procedure (or any other trespassers) to leave school property as permitted by applicable law. Any person, ordered to leave school property and who fails to do so, shall be reported to the Director or designee and, where appropriate, to the police.

The Director or designee has the authority to prohibit the entry of any person to EASTERN school building for failure to comply with this procedure or as otherwise warranted.

II. Classroom Visits by Community Members

Parents of children registered for enrollment at EASTERN may request permission to visit EASTERN to attend one or more class sessions. Such requests must be directed to the Director in writing in advance of the visit. Each request must provide the name of the visitor, date, time, duration and purpose of the proposed visit.

The Director or his/her designee shall discuss the request and purpose of the visit with the requesting individual to establish the individual's role during the visit, emphasizing the need to avoid disruption to the educational program. Discussing the performance or behavior of specific children, other than the visitor's own child, is prohibited. The Director or his/her designee shall schedule the visit with the classroom teacher. The final determination on the arrangements for the visit will be made by the Director or his/her designee. No request will be granted that would disrupt the educational program.

The Director or designee may accompany any visitor during the visit and will address any questions or concerns following the visit. Classroom visits should be limited both in terms of frequency and duration. The classroom teacher shall remain in his/her classroom at all times when a visitor is in the classroom.

Classroom visitors should respect the educational process by refraining from interacting with the teacher or students in the classroom during the visit. Anyone who does not comply with this expectation will be asked to leave school property.

Vendors

All vendors entering school property are prohibited from visiting classrooms and teachers during instructional time, unless the vendor has prior approval for such a visit by the Director or his/her designee.

The Director may establish additional procedures to supplement this policy. Any such procedures should be publicized through student handbooks or other forms of school-to-home communication.

Injuries to School Visitors

The Joint Committee requires that all injuries to school visitors occurring on school property shall be reported to the school nurse by the Director or designee. These, in turn, will be reported through the periodic reports of the school nurse.

Adopted: 5/14/14

See also:
Director Procedure - Non-Employees Entering EASTERN