

Guidelines for Visitors

The principal of each school shall maintain a log book in which every visitor to the school will write his/her name and address and indicate if he/she is a parent of a child attending that school. This log book will be available in the principal's office at all times during the school day. All visitors entering the school building must sign the log book as soon as they enter the building unless invited to the classroom on special occasions or to attend assembly programs.

Any parent wishing to visit a school that his child attends may do so at any time during school hours. The principal may arrange for that parent to visit the child's class after consulting with the classroom teacher. If it is inconvenient for the teacher to have the parent visit at that particular time, the principal will advise the parent of the problem and arrange an appointment for a class visitation as soon as practicable.

If a person other than a parent of a child attending that particular school desires to visit a particular classroom or classrooms, prior arrangements should be made through the principal. Whether he/she will be permitted to visit the school or particular classroom will be left to the discretion of the principal.

When a visitor arrives at a particular school building for the purpose of visiting a classroom or any other purpose, he/she will first sign the log book, and then either the principal or the person designated by the principal will accompany the visitor to the classroom involved, or the visitor will be given an identification card or note and allowed to proceed to the classroom unaccompanied. A teacher will not admit a visitor to his/her classroom unless the visitor is either accompanied by the principal or presents to the teacher the aforementioned identification.

While visiting in a classroom under the above conditions, a visitor must be informed by the principal that he/she may not cause interruption while in the classroom. If the visitor wants to ask questions or confer with the teacher, he must make arrangements for a conference with the teacher upon leaving the classroom or contact the teacher at a later time for an appointment.

In order not to unreasonably interfere with the education of the children or the school program and in order not to overcrowd a particular classroom, the principal will have the right to restrict the number of visitors to a particular classroom at a given time and will have the further right to determine a reasonable period of time for a visitor to remain in a classroom. In all such determinations, preference will be given to parents of children attending school.

When a visitor leaves the classroom, unless otherwise arranged with the principal's office, he/she will return directly to the principal's office, return the identification pass and promptly leave the building.

A parent having more than one child in the same school may visit each child's classroom, proceeding from one class to the other. If a visitor who is not a parent desires to visit more than one classroom in a building, the principal may require that he/she return to the principal's office after visiting each classroom in order that he/she may be directed to the next classroom he wants to visit and to enable the principal's office to have full knowledge at all times of the number and whereabouts of visitors in the building.

The principal or his designee will have complete authority to exclude from the school premises any persons whom he has reason to believe are disturbing the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act.