

UNITED SCHOOL DISTRICT

***ADMINISTRATIVE
REGULATION***

SCHOOL VISITORS

907. AR SCHOOL VISITORS

Regulations for School Visitors

1. Upon arrival at the school, visitors must register at the building office where they will receive, permission, instructions and a visitor's badge.
2. Registered visitors will be required to sign in and to wear a visitor's badge during the term of their stay in the school building. Visitors will sign out and return badges before leaving the building.
3. For special events the registration requirements maybe altered at the discretion of the principal (ex: Grandparents Breakfast, Kindergarten Graduation,...)
4. Staff members shall ascertain that a visitor has duly registered at the school office and received authorization to be present.
5. No visitor may confer with a student in school without the approval of the principal.
6. Should an emergency require that a student be called to the school office to meet a visitor, the principal, nurse and/or guidance counselor shall be present during the meeting. (When CYS meets with children, the nurse and guidance counselor may be present.)
7. During the school day, a person or persons other than authorized personnel of the district, who, without permission, enter onto or remain upon school property, are considered to be trespassing. Any visitor at anytime of the day, who refuses to obey an order by an authorized representative of the district not to enter or remain upon school property, will also be considered to be trespassing.
8. A student not enrolled in the school, or a student not accompanied by a parent or guardian is prohibited from visiting the school unless otherwise approved by the principal in advance.
9. Agents and sales personnel of textbooks, library books, school supplies, janitorial supplies, and so on must direct all solicitation and communications to the superintendent or other administrators designated to coordinate such matters.

Classroom Visitations

In an effort to minimize disruption to the educational program while also recognizing the need for classroom visitations by individuals other than school officials, the following guidelines are to be followed:

1. All requests for classroom visitations must be scheduled with the building principal. All requests should be submitted in writing at least two (2) school days prior to the requested date. The date, time, class to be visited and purpose of the visit must be stated prior to the principal issuing his/her permission.

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2. The principal will seek to arrange a mutually convenient time. All attempts will be made to accommodate the requested date and time.
3. A parent/guardian will be limited to four (4) visits per year per child to observe their class(es).
4. Requests to observe a specific class and/or class period will be limited to two (2) parents per classroom.
5. Outside agency personnel (ex: case workers, psychologists,...) should schedule observations/visits with the principal, Director of Student Services or his/her designee at least 48 hours in advance except in the event of an emergency.
6. As a courtesy, the principal will contact the teacher to make him/her aware of the classroom visitation.
7. If, in the judgment of the building principal, the possibility exists for a classroom visitation to be disruptive or to interfere with the educational setting, he/she may deny permission.
8. The building principal or his/her designee reserves the right to accompany any visitor during classroom visitations.
9. Classroom visitors are not to interfere in any way with classroom activities during visitations.

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