

SCHOOL VISITORS

The District encourages visits to school by parents, other adult community residents, or other educators, so long as those visits do not disrupt or otherwise interfere with the educational process. Any such visit shall be arranged in advance with the building administration. The Superintendent and the building principal or designee have the authority to prohibit entry to a school building of any person, to expel any person, if there is reason to believe that such person's presence would be detrimental to the educational process or the good order of the school.

To maintain a high level of safety, all visitors to schools must report to the office before proceeding to another area of the school and be prepared to show a photo ID card for admittance.

- Visitor must:
 - Sign in on the visitor register.
 - Receive a visitor's identification badge which contains their name, date, and location visiting.
 - Be reminded that they need to stop at the desk to sign out upon leaving.
 - Stay at the Main Entrance until someone escorts them to their location (or wait in the Main Office, if needed).
 - Under the new CDC and health department guidelines, visitors to the school will be required to wear a mask, use hand sanitizer and be asked questions related to COVID-19 symptoms. During Phases 1-4, visitors who are not essential workers or support employees will not be allowed beyond the school office areas.

- The staff member at the desk/office must make contact with whoever the visitor is to see, or send the visitor to the main office for the secretary to contact. It is recommended that a staff member come down to escort the visitor to their location and back to the main entrance to sign out. In the event that a staff member is not available, contact security to escort the visitor to their destination.

Parent/Guardian Classroom Visitations

- Parents/Guardians must formally request to visit their child's classroom in writing to the building principal with at least 72 hours notice prior to the requested visitation date. The written request must include: date of visitation, start/end time of visit, and reason for visit.

- Visitors must check in on the day of the observation with a photo ID and wear a “Visitor’s Badge” for the duration of the visit. A staff member will escort the parent to the necessary locations during the visit.
- The building principal must confirm the date/times with the teacher(s) at least 48 hours prior to the requested visitation date. If the teacher has a planned test or quiz, the building principal will contact the parent/guardian requesting the visitation to reschedule for a different date.
- Observations are only for classes/teachers that their child is enrolled and present.
- Visitations should not cause undue disruption to a class and must be non obtrusive to the learning process and students. At the secondary level, visitors must arrive at the beginning of class and stay until the end of class. At the elementary level, visitors must arrive and leave class at the agreed upon times.
- A follow up conference with the Principal or their designee must be arranged prior to the observation.
- All visitors must respect the rights and privacy of all students in the building.
- Visitations shall not be audibly or visually recorded out of respect of the other students in the classroom.
- Visitors are only to observe in the classroom. Engaging with students or teachers is not allowed unless agreed upon prior to the visit.

Community Member Visitations

- All community members must check in with a photo ID at the Main Office of the school.
- Meetings with community members must take place in the Main Office or a secure location with a staff member.
- Students shall not be present at these meetings unless prearranged with parents/guardians.
- Visitors must check in on the day of the observation with a photo ID and wear a “Visitor’s Badge” for the duration of the visit.

Educational Visitations

- Educators from other districts must arrange visitations through the building principal.
- Visitors must check in on the day of the observation with a photo ID and wear a “Visitor’s Badge” for the duration of the visit. A staff member will escort the visitor to the necessary locations during the visit.