



**VISITORS**

The Board of Trustees welcomes visits to school by parents/guardians, Board of Trustees members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Executive Director shall devise regulations addressing visitors' access to the schools.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

To ensure student safety and minimize class disruption, all visitors, including parents, should adhere to the following:

- Upon entering the building, visitors should sign in with the Security Guard and walk directly to the office.
- If parents are bringing in students late, they should be checked in with the Security Guard and left in the lobby. Staff will escort them to class.
- Office staff will assist visitors with their purpose in visiting. If they cannot address their purpose, they will determine which staff member can best do so and arrange for a meeting.
- At the conclusion of the visit, the visitor should exit directly out of the building, signing out with the Security Guard as they do so.
- If a parent seeks to speak to a teacher, the office will make an appointment. If it is urgent, they should see the Principal or Executive Director first, and they will determine if disruption of class is warranted.
- If a child is being picked up early, a staff member should retrieve that child. Parents should not go to classrooms to pick up their children.
- At no time should visitors go directly without staff escort to any room except the office. This includes classrooms and support staff offices.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Executive Director or designee.

**Board of Trustees Approval Date: 1/19/2010**

