

SCHOOL VISITORS (REGULATION)

Log Book

The principal in every school in the district must maintain a log book in which every visitor to the school shall write his or her name and address and indicate whether he or she is a parent of a child attending that school. This log book shall be available in the principal's office at all times during the school day. All persons entering a school building must check in with the principal's office, and secure a visitor's badge while on school property, regardless of the purpose of their visit. The superintendent may periodically ask for and review these log books and discuss unusual entries (or lack of) with the building principal. If necessary, the superintendent will work with the principal to solve any problems that may have arisen.

Scheduling a Visit

Any person wishing to visit a classroom must schedule the visit with the building principal in advance.

Visitor Seating

A visitor observing a classroom will be directed by the classroom teacher to a specific location to sit. The visitor will not leave this location without direction from the teacher at any time during the visit.

Visitor Interruptions

While visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to or disturb the children or instructor. If the visitor desires to ask questions of or to confer with the teacher, the visitor must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.

Number of Visitors

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

Parents Visiting

Parents visiting their children at lunch time shall follow the above standards and, in addition, will inform the student's teacher in advance to allow an accurate count for lunch preparation for that day.

Any visitor who fails to follow the above guidelines will be asked to leave the premises.