

VISITATION OF SCHOOLS

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1. General. It is the policy of the Board to promote safety and order within the schools to achieve a learning environment. It is also the policy of the Board to afford its employees reasonable opportunities to communicate with each other and to be communicated with.

2. Visitation Procedure. The following procedure shall be observed:

2.1 Any persons visiting the public schools shall be routed to the principal's office. For the purpose of this policy, the term "visitor" shall include all persons other than students and employees assigned to the school visited.

2.2 The principal in each school shall maintain a visitor log. The principal shall cause the name, arrival time and departure time of each visitor, other than visitors whose presence is limited to the principal's office, to be recorded in said log. If a visitor desires to meet with an employee or employees of the school, the principal shall arrange the requested meeting or meetings under the following conditions:

2.2.1 Employees of the school shall be made available for meetings only during duty-free periods when not instructing students, supervising students, conducting class preparation, training or performing other duties (this paragraph shall not be construed to limit or prohibit meetings between teachers and parents during planning periods).

2.2.2 The duration of such meetings shall not exceed beyond such duty-free periods; and

2.2.3 The principal shall assign the location for approved meetings and note the location in the visitor log.

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2.2.4 A principal may deny any requested meeting if the safety, welfare and orderly instruction of students would be jeopardized. For example, if a visitor appears to be under the influence of alcohol or drugs or manifests abnormal behavior, denial of access to the school would be appropriate. Any person may be prohibited from school property by the Superintendent or the principal of the school if such person's conduct is disruptive or detrimental to the education process. The Superintendent may

also prohibit any person from access to school property if it is deemed to be in the best interests of the school system.

3. Commercial Agents. Insurance magazine and newsagents are prohibited from canvassing students, teachers or principals in the school building. Representatives of book companies, school supplies and other school related commercial agents are prohibited from canvassing schools without special permission from the Superintendent and from canvassing teachers without permission from the principal. However, teachers may never be canvassed while classes are in session. Demonstrations of products such as ovenware, cooking utensils, et cetera, in the schools shall not be permitted.

4. Classroom Observations. Decisions upon requests to visit classrooms are made on an ad hoc basis by the school principal and are reviewed by balancing the educational benefits to be derived from such visits against the disruption and distractions inherent with the presence of outside observers. Parents are welcome to visit classrooms on a limited basis upon arrangement with a school principal. Visits by parents are encouraged to promote parent involvement and understanding of educational programming that is being provided.

5. Probably not

5.1 Probably not

5.2 Probably not

5.3 Probably not

5.4 Probably not

Review Schedule:

This policy shall be reviewed in accordance with the Policy Review Schedule.

ADOPTED: March 14, 2019