

SCHOOL VISITORS

Employees shall see that parents are courteously received and that every effort is made to provide them with information concerning their child's progress in school and such other information as may be needed to establish and promote a cooperative relationship between the home and the school.

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present, it is necessary to establish visitor guidelines.

All visitors must report and sign in at the main office when they arrive in the building. They will also be issued a visitor badge when they sign in. Principals will be notified when parents/community members/visitors are visiting the classroom. Classroom visitations should be non-intrusive to the educative process and learning environment and should not occur on an excessive basis. Visitors wishing to meet with instructional staff should make arrangements in advance of their visit whenever possible. These visits may be scheduled during a staff member's preparation time or at any other mutually agreed upon time

In the event that a parent has a concern about their child's classroom or instructional staff member, they should make arrangements in advance to meet with the staff member. If the concern is not resolved, the parent should arrange a meeting with the appropriate principal. When concerns are raised and classroom observations are deemed necessary, arrangements for classroom visits should be made in advance with the building principal or his/her designee.

In addition, parent concerns about any aspect of his/her child's educational program can be presented through the procedure set forth in Board Policy 870, a copy of which is available at the school office and at each school.

First Reading of Policy: November 5, 2007

Second Reading and Adoption of Policy: January 7, 2008

Reaffirmed annually April 7, 2008 through April 13, 2011

Revised April 4, 2012

Revised January 3, 2018