

Policies of the Board of Education

Section K School-Community Relations

VISITORS TO THE SCHOOLS

2000.9

The Board of Education encourages visits by citizens, taxpayers, and parents to our school building. We urge the taxpayers of the Lake Country School District to visit our school facility in accordance with reasonable procedures to control such visits and to evaluate the quality of education in the Lake Country School District, determine its needs, and to join with the board in improving our system. The board also believes that the parents of children attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day to day operation of the schools.

Administrators are requested to continue strong efforts to ensure that parents of school children are not only aware of the above policy but that they are cordially invited to visit our schools and to thereby develop a spirit of mutual cooperation which will benefit the children involved. Direct communication to homes, as well as the use of parent organizations and other school meetings, to advertise this policy are encouraged.

Children and pupils from other schools shall not be permitted to visit classes while they are in session unless given special permission by the building administrator.

Visitors to the school shall first report to the school office to announce the nature of the visit.

1. The administrator must maintain a log book in which every visitor to the school shall write his/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 the school building must sign the log book as soon as they enter the building, regardless of the purpose of their visit; provided, however, the administrator may excuse trades people who make regular visits to the school building from the obligation of signing the log book. The administrator shall require all visitors, including persons seeking the preferential treatment afforded parents under this policy, to properly identify themselves.
2. The term "parent" as used in this policy, refers not only to a natural parent, but to all guardians and other persons having the care and custody of the child attending the school. Any parents wishing to visit a school which his or her child attends may do so at any time during school hours. A parent who wishes

to visit a child's class while in session may do so without advance notice or scheduling. Nevertheless, a class may occasionally be involved in an activity, such as the administration of standardized examinations, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions the Principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.

3. In the event a person who is not a parent of a child attending the particular school desires to visit a particular classroom or classrooms, this wish will be communicated to the administrator prior to his/her arrival at the school. If, for any reason, the visit would interfere with the program planned for the classroom in question on the day of the proposed visit, then the Principal shall advise the proposed visitor of the scheduling problem, and shall at that time arrange a definite day or visitation within one week of the person's first communication to the administrator. In the event a person who is not a parent arrives at a particular school, not having made advance arrangements as set forth herein, whether he/she shall be permitted to visit the school or particular classroom shall be at the discretion of the administrator.

4. When a visitor arrives at a school building for the purpose of visiting a classroom, or for any other purpose, he/she shall first sign the log book, then either the administrator or the person designated by the administrator shall accompany the visitor to the classroom involved.

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

6. To avoid unreasonably interfering with the education of the children or the school program, and in order not to overcrowd a particular classroom, the administrator 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 the visitors to remain in the classroom. In all such determinations, preference shall be given to parents of children attending the school.

7. A parent having more than one child in the same school may visit each child's classroom, proceeding from one class to the other.

8. In all cases of domestic issues between parents, the administration should be involved in determining how to proceed related to any court decrees, restrictions in place due to a parent who may be termed "sexual predator" or person out of control.