

Revised:

## **907 COMMUNITY RELATIONS - VISITS TO THE SCHOOLS**

### **I. PURPOSE**

The purpose of this policy is to welcome and encourage parents, citizens, alumni and other adults to visit our schools. This policy is intended to outline appropriate procedures to be followed during such visitations.

### **II. GENERAL STATEMENT OF POLICY**

The Board of Education and staff of the Annandale School District welcome parents, members of the community and other interested persons to periodically, and subject to the consideration set out below, visit our schools. School improvements often come from suggestions originating in such visits.

### **III. PROCEDURES TO FOLLOW FOR SCHOOL VISITATIONS**

- A. Visitors must first go to the school office in compliance with the building's school visitor procedure and so that they may be directed to the teacher, student, or class they wish to see. They will be shown every courtesy.
- B. All visitors will wear a badge or button so that students and staff will be aware that they have checked in with the office. The office will make every effort to see that classes are not interrupted while in session for the admission of guests.
- C. For the protection of everyone, teachers are asked to courteously direct all visitors who are not wearing a visitor's badge or button to the office. For the same reason, all agents, repair persons, etc., must report to the building office and receive a visitor's badge or button before approaching any person within the building.
- D. Parents wishing a conference with a teacher should not expect to interrupt the teacher's class but should telephone the school in advance to arrange an appointment.
- E. In the event of an emergency that requires that parents have immediate contact with their student, parents may either call or go to the office to:
  - 1. Explain the circumstances of the emergency; and
  - 2. Request that their student be called to the office to meet with them and/or talk to them on the telephone.

- F. The School Board, the Superintendent and the building principals of the district reserve the power to decline to give permission for or to withdraw permission for parents, citizens, alumni, and other members of the public to visit the schools of the district if such action is deemed necessary to ensure the physical or emotional safety of the students of the district or to prevent disruption of the district's educational programs.

#### **IV. ADMINISTRATIVE RESPONSIBILITY**

The building administrator has the authority to impose special limitations and restrictions if the behaviors of the parent violates the general standards.

*Legal References:*

*Cross References:*