

## **P2216 VISITORS**

### **BOARD POLICY:**

**Principals are responsible for developing procedures which encourage parents, patrons, and other interested persons to visit school during the year. When classes are in session, all visitors are required to report immediately to the school office upon entering the building.**

Administrative Implemental Procedures:

1. School visitors constitute one of the most valuable public relations assets, and school personnel should solicit visitation by parents and others. Special events, such as American Education Week and displays of pupils' work, should be publicized in the district to encourage the patrons to visit the school.
2. Principals will develop procedures for maximizing a visit by patrons which may include:
  - a. Welcoming visitors in the school office
  - b. Providing a visitor's pass or badge and sign-in sheet
  - c. Advising visitors of their responsibilities and of any special problem
  - d. Directing or accompanying visitor to desired area
  - e. Providing special instructions for special occasions.
3. Patrons should be notified when visitation is least desirable.
4. Children not enrolled in school may visit classrooms only with prior approval from building principal and when accompanied by an adult.
5. When a visitor's actions or presence in the classroom disrupts in any manner the instructional program, the teacher is authorized to advise the individual to leave.
6. The principal may exclude from the classroom, school building, or premises those visitors who are disruptive.

Administrative Responsibility: Elementary and Secondary Education Offices

Latest Revision Date: October 2007

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