VISITORS TO THE SCHOOLS

The school board encourages visits by citizen taxpayers and parents to all school buildings. The school board 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 inure to the benefit of 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.

All visitors to schools shall report to the building administrator, or the school office, and are encouraged to sign a guest book present in the office. Appropriate procedures for visitors are to be established by the Superintendent of Schools and made available at each school office.
VISITORS TO THE SCHOOLS

1. The administrator in every school should maintain a log book in which every visitor to the school shall write his or her names and address and indicate whether she or he is a parent of a child attending that school. The logbook shall be available in the administrator’s office at all times during the school day. All persons entering a 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 tradespeople who make regular visits to the school building from the obligation of signing the log book. The administrator shall require all visitors to properly identify themselves.

2. The term “parent”, as used in this policy, refers not only to a natural parent, but also to all guardians and other persons having the care and custody of the child attending the school. Any parent 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 the child’s class while in session may do so with advance notice or scheduling. The administrator shall arrange a definite day or 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, he or she may do so only with prior approval of the building administrator.

4. When a visitor arrives at a particular school building for the purpose of visiting a classroom, or for any other purpose, he or she shall first sign the log book, then if approved, either the administrator or the person designated by the administrator shall accompany the visitor to the classroom. A teacher shall not admit a visitor to his or her classroom unless the visitor is either accompanied by the administrator or some person designated by the administrator.

5. While visiting in a classroom, a visitor may 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 or she must make arrangements for a conference with the teacher.

6. In order not to unreasonably interfere 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 a visitor to remain in a classroom.

7. When a visitor leaves the classroom unless otherwise arranged with the administrator’s office, he or she shall return directly to the administrator’s office and promptly leave the building.

8. The administrator shall have complete authority to exclude from the school premises any persons if there is reason to believe he or she is disrupting to the educational programs in the classroom or in the school, are disturbing to the teachers or children on the premises, or whom the administrator believes are on the premises for the purpose of committing an illegal act.
VISITORS TO SCHOOLS

The school administrators shall not permit the solicitation of votes during school hours by or for candidates running for public office. A candidate is not permitted to visit the school and walk into corridors or classrooms for the purpose of soliciting votes. A candidate is not prevented from going to the school office in order to learn information about school policies, but they are restrained from going throughout the school building to pursue votes.

Concerning Presidential Election Years:

1. Presidential candidates are not permitted to solicit votes during the school day, enter into classrooms for the purpose of discussion or otherwise, nor to move about the corridors of a school while classes are in session.

2. With the exception of a sitting President or a sitting Governor, candidates for election are not permitted to speak to classes or to assemblies during school hours.

3. Candidates running for office may choose to rent the school facilities such as the TV studio or the auditorium at the going rental fee, for the purpose of meeting with groups or to make presentations outside school hours. Students may attend such sessions.

4. School facilities may be rented out by such organizations as the Chamber of Commerce for the purpose of having a so-called “Candidates Night”.

5. In the event a sitting President or a sitting Governor is allowed an assembly, or to visit a classroom the building administrator should advise the advance party, or possibly the individual, that the school district does have a policy that prohibits the solicitation of votes, and that cooperation in avoiding that type of presentation would be appreciated. It can be explained that the school district considers it an honor and a privilege to have a sitting President or a sitting Governor visit the school so the students have the opportunity to talk with them, but their cooperation is avoiding a so-called “political presentation” would be appreciated.