

ALMOND-BANCROFT SCHOOL DISTRICT
Administrative Rules

860-Rule

SCHOOL VISITOR PROCEDURES

A. Office Visits/Meetings/Programs/Activities

All visitors to the school building should check in with the school office during the school day and identify themselves. The visitors need to indicate to the receptionist the nature of their visit. If required, visitors must sign in and present a form of identification. The principal has the authority to exclude from the school premises any person whom she/he has reason to believe may disrupt the educational programs, a staff member or a student, or is believed to be there to commit an illegal act.

B. Visits by Students

Visits by non-enrolled students must receive permission at least 24 hours in advance from the building principal. Each principal will develop procedures and policies to allow non-enrolled students to visit.

C. Classroom Visits

Any parent/guardian, who wishes to visit his/her child's classroom while in session, should first contact the teacher to schedule a time. If the parent/guardian and the teacher cannot reach an agreement, the parent/guardian or teacher should contact the building principal. If there are no concerns, the building principal will ensure a classroom visit be scheduled meeting all parties schedules within a week. If there is a concern by either the teacher or the building principal regarding the parent/guardian's classroom visit, that concern should be shared and a conference may be held with the three parties prior to the classroom visit within a period of two weeks.

1. A parent/guardian who visits a classroom should not interrupt the class. If the parent/guardian wants to ask questions of the teacher or to confer with the teacher, he/she should make arrangements for a conference with the teacher by contacting the teacher at a later time for an appointment.
2. To avoid interference with the education of students, the building principal may limit the number and frequency 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.

D. Visits for Commercial/Non-Profit Reasons

Visitors shall not solicit or offer sales/service on any school premises, unless permission is granted from the District Administrator or her/his designee.