

VISITORS IN THE SCHOOLS REGULATIONS

Since schools are a place of work and learning, certain limits apply to visits. For these reasons, the following regulations apply to visitors to the school:

1. Anyone who is not a regular staff member, volunteer, or student of the school will be termed a "visitor." Any visitor wishing to visit a classroom must make prior arrangements with the building principal.
2. Any visitor to the school must report immediately to the office of the principal upon arrival at the school. Visitors will be required to sign-in upon arrival and sign-out before exiting the school.
3. The principal is authorized to refuse admittance to any individual or group when he/she believes it to be in the best interest of the school.
4. The principal is authorized to contact law enforcement officials when he/she decides that an individual or group is a threat to students, personnel or property.
5. Young children are not to be brought to school without administrative approval.
6. Teachers are not expected to take class time to discuss individual matters with visitors.
7. The staff work room is for employees use only. Vendors or representatives should not conduct formal or informal meetings or distribute information in the staff work room. The staff should feel that the staff work room is a private area. Staff members may receive visitors in the staff lounge during a duty-free lunch hour or after work hours but otherwise not during the school day.
8. Instructional materials may be reviewed in the office after request has been made to the principal. Any objection to curriculum or instructional materials shall be made in accordance with the district's policy on educational material complaints.
9. Students will not be permitted to bring brothers and sisters to school who are not enrolled in the District, except for special programs specified by the teacher. Requests to bring out-of-town visitors to school must be submitted to the principal.
10. It is the principal's decision whether to allow business and organizational conversations to be held during the school work day. The school work day (8 a.m. to 3:45 p.m.) should be protected.

End of Dickinson School District #1 Administrative Regulation KAAA-AR1