

VISITORS TO THE SCHOOLS

The School Committees allow parents and guests to visit classrooms to learn about the instructional programs taking place in our schools.

The following guidelines to classroom and school visits should be followed:

1. Requests of parents of current students to visit classrooms may be honored as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made. Parental requests to visit special education programs must be made to the Coordinator of Special Education.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office. If the visitor is not on the approved school's CORI database, then the visitor must be accompanied.
4. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 48 hours in advance of the proposed visit. The Principal or designee may or may not approve the request. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.