

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 860 - SCHOOL VISITORS**

- A. Parents are encouraged to visit the classroom and teachers. Special times may be set aside for parent visits, or visits may be scheduled at the convenience of the child's parent(s) or guardian. If possible, a child's parent or guardian should contact the principal or designee in advance to schedule a visit so as to avoid visiting when it is inconvenient for the classroom situation. Visits during the first and last weeks of school, and immediately prior to holidays, will not yield the most accurate picture of classroom activities, therefore, visits should be avoided during these times.
- B. It can be difficult when children bring friends and/or relatives from another district to visit. This is especially unmanageable when a neighboring district has a vacation period while schools in the District are in session. Therefore, student visitations are discouraged, but under certain circumstances can be allowed with the permission of the Building Principal and classroom teacher.
- C. Adult visitors should be asked to register their presence at the office. The following procedures apply to adult visitors:
1. Parents: may visit school at any time and should receive a guest pass from the office.
  2. Salespersons: may visit schools but must check in at the office first.
  3. Guest Speakers: all guest speakers will be cleared by the department coordinator and principal in advance of their visit.
  4. Graduates of the High School: may visit the school if they have legitimate business to see a faculty member. They must have a guest pass while in the building.
  5. Lunch Visitors: procedures for adult visitors will apply to all adults with the exception of those adults who are only visiting school to participate in the lunch program.

ADOPTION DATE: March 11, 2002

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Policy 860 Public Complaints

LEGAL REFERENCE: Section 120.13(35) Wisconsin Statutes

Section 120.44 Wisconsin Statutes