

VISITORS TO THE SCHOOLS

The School Committee allows 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/guardians of current students to visit classrooms may be honored as long as the educational process is not disrupted. To this end, such requests should be made at least 2 business days in advance to allow for proper arrangements. Visitors are strongly discouraged during state mandated testing, the first 3 weeks of school, and during the month of June.
2. The building Principal or designee will determine the number, times, and dates of observations by visitors in accordance with M.G.L. 71B, Section 3. 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. All visitors will be issued a visitor's pass and are required to wear it while on school property. If the visitor is not on the district's approved CORI database, then the visitor must be accompanied by a school official.
4. Any student who wishes to have a guest in school **MUST** ask permission of one of the administrative staff 5 days 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.

REF: M.G.L. Chapter 71B, Section 3

See Guidelines, File: KI-R

Approved: 5/19/16