

EXHIBIT

VISITORS TO SCHOOLS

Visitors and parents of enrolled pupils and parents who wish to enroll their children in the District must fill out this form to visit, tour, or observe a classroom or other campus area. All visitors must check-in at the high school office and obtain a visitor's badge prior to commencing the visit.

In visiting a classroom, visitors must realize that the teacher's first responsibility is to the class, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District.

We ask that visits be limited to one class period or equivalent duration (45-50 minutes) so that school staff/escorts are not removed from their duties for an extended period.

Please submit this form to the school principal's office at least five (5) days in advance of your desired visit date.

Today's date: _____

Name of visitor/parent: _____

Name of pupil or prospective pupil (if applicable): _____

Name of classroom or campus area you wish to observe: _____

Desired date and time of visit: _____

Please describe the reason for your visit, tour, or observation so that the District may best satisfy your request:

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FOR OFFICE USE ONLY:

Principal Approval: Yes No