

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."
2. Any visitor to the school must report to the office of the principal upon arrival at the school. Visitors will be required to check in at the office upon arrival and check out at the office before exiting the school.
3. Young children are not to be brought in the hallways and classrooms without administrative approval.
4. Teachers should not take class time to discuss individual matters with visitors. An appointment to meet outside of the teacher's instructional time should be mutually agreed upon.
5. 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.
6. 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.
7. Students will not be permitted to bring brothers and sisters to school who are not enrolled in the building. Requests to bring out-of-town visitors to school must be approved by the building principal.

End of Tioga PSD #15 Administrative Regulation KAAA-AR