

BARNEVELD SCHOOL DISTRICT  
SCHOOL VISITORS

The Barneveld School Board encourages visits by citizens and parents to our school. The following procedures are set forth:

1. All persons entering the school building must report to the attendance office as they enter the building, regardless of the purpose of their visit. The office staff shall require all visitors, to properly identify themselves, sign in and wear a visitor badge .
2. The term "Parent", as used in this policy, refers not only to a natural parent, but to all guardians and other persons having the care and custody of the child attending the school. Any parent wishing to visit school may do so at any time during school hours.
3. In the event a person who is not a parent arrives at school and has not made advance arrangements, whether he/she will be permitted to visit the school or particular classroom shall be at the discretion of the District Administrator or his/her designee.
4. The visitor will be given a visitor badge and allowed to proceed to the classroom. A teacher or other school personnel shall not admit a visitor to a classroom unless the visitor is wearing a school issued visitor badge. School personnel will escort all visitors without proper identification to attendance office to sign in and obtain a visitor badge.
5. While visiting in a classroom under the above conditions, a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, he or she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.
6. When a visitor leaves the designated location, unless otherwise arranged with the District office, he or she shall return directly to the attendance office, sign out, return the visitor badge and promptly leave the building.
7. As visitors sign in, they will designate their purpose/location of the visit. In the event a visitor changes his/her purpose or location of his/her visit, he or she must return to the attendance office and request permission for the new purpose or location in order that he or she may be directed to the next location he or she desires to visit.
8. Parents wishing to remove their child from school must report to the attendance office. With advanced notice, a note or a phone call, a student will meet his/her parent in the office. Parents may also be given a visitor pass to the classroom to meet their child.

School personnel shall not release a student without the proper authorization from the office. Failure to follow these procedures jeopardizes the safety of all

students. Students should never be removed from the playground or classroom activities without proper notification to school personnel and the attendance office.

9. The District Administrator, or his/her designee, shall have the right to restrict the number of visitors at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in the school.

The District Administrator has complete authority to exclude from the school premises any persons who he or she has reason to believe are disrupting the educational programs, teachers, or students in any way.

Adopted: [April 9, 2008](#)

Revised: [February 8, 2017](#)