

KI1—Visitors in School Procedures

Parents are encouraged to visit the schools.

All visitors ~~to any school~~ must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and the Administrator be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length during the school day with the visitor. ~~If a conference~~ If the visitor desires to converse with the teacher is desired, visitors are required to make arrangements will be made by with the teacher for an appointment ~~with the parent~~ either before or after school hours. At no time shall a visitor attempt to speak with the teacher during the course of the class—whether during instruction, transitions, or what may appear to be the end of the class time. We encourage all parents to speak with their child's teacher during scheduled appointments. Teachers and Administrators reserve the right to ask classroom visitors to leave, that the educational process may continue without disruption.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the Administrator. 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 Administrator.

Anyone who is not a student or staff member of the School, and is in violation of this policy, may be asked to leave the property of the School. Failure to comply with the lawful directions of School officials or of School security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against School regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.