

# administrative guidelines

BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

RELATIONS  
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## SCHOOL VISITORS

As professionals interested in gaining support for our schools, we should encourage citizens, taxpayers, and parents to spend time in the schools learning about the programs being offered for students we serve and about the problems we face. We need to urge our constituents to visit our school facilities in accordance with reasonable controls so that they can evaluate the quality of the district's programs, so that they can assist in the determination of needs and in the improvement of the system.

Principals and teachers are requested to continue strong efforts to ensure that parents are made aware of our "open door" policy and that when they do visit we do as much as we can to make their stay enjoyable and enlightening.

Any outsider visiting a school must report to the building office and sign the visitor's register. This will not be necessary for regularly scheduled parent conferences. The principal or a secretary will then direct the visitor to the teacher or classroom to be visited.

Salespersons and others not identified as parents or regular visitors must also report to the building office and sign the register. Those who have prearranged meetings with curriculum committees, administrators, or custodial and maintenance personnel will be allowed to meet with teachers during planning or work periods. At no time will salespersons be allowed to interrupt a regularly scheduled class period.

Visitations from professional staff members from other districts must be arranged in advance with the building administrator. Care will be taken to insure the visitations do not disrupt the regularly scheduled program.

Student visitors from other schools within the district should not be allowed into a building unless they have a specific purpose for being there. Unauthorized visitors should be asked to leave the building. In the event an unauthorized visitor refuses to leave, the police department should be called.

Student visitors can visit the schools for one day provided they complete the school visitation form in advance of the visit.

Approved: 8/18/04