

## VISITS TO THE SCHOOLS

Visits from parents and interested citizens to schools are encouraged. All visitors shall report to the school office immediately upon entering a school building and are required to wear identification badges while in the school.

Activities To Be Observed. Visits should acquaint interested persons with the school programs, personnel, and operations. Activities may include observing classroom instruction, extracurricular activities, student assemblies, exhibits, safety procedures, and lunchroom operations.

Schedules for Visits. Schedules for visits shall not interfere with the instructional or non-instructional operations of the school.

Advance Approvals. School visits should be scheduled in advance, if possible, with a designated school employee and approved by the principal. A list of regulations applicable to visitors should be made available to building staff, parents, students and community residents. Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on grounds.

Visitors' Concerns. Any problems or concerns of visitors should be discussed initially only with the principal. School personnel should refer any such concerns to the Principal. Visitors should be encouraged to refrain from reporting evaluations of personnel or operating procedures except to the principal.

Records. Each visitor shall register at the school before the visit begins. The names of visitors and times of visits shall be recorded. This does not apply when parents have been invited to a classroom or assembly program.

School Principals should be surveyed periodically on visitor procedures implemented within their schools for input on a standard protocol based upon what is actually effective.

[Adoption date: October 4, 2001]

### LEGAL REFERENCES

ORC 3313.20

### CROSS REFERENCES

EB, Safety Program

ECA, Buildings and Grounds Security

ECD, Parking and Traffic Controls

Cleveland Safe and Schools Partnership, February 2000

