

**KI**

Pittsfield School District

**VISITORS TO THE SCHOOLS**

All persons, other than staff, lunch service staff, and students enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Visitors must report to the school office and receive permission to be on the schools grounds.

Persons wishing to meet with a teacher or other school district employee for the purpose of discussing a particular issue shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make arrangements for such may do so by securing an appointment with the appropriate employee through direct contact with the employee or through the school office.

Parents wishing to visit a classroom during instruction or other school activity during the school day shall do so at a time when it does not interrupt the normal school program and does not violate the privacy interests of students. Persons wishing to make arrangements for such may do so by contacting the appropriate supervising dean.

No person shall visit a school without first reporting to the office to advise of the purpose and place of the visit.

Adopted: February 23, 1983 (as Policy KK)  
Proposed: January 11, 1990 (as Policy KKA, KKB, and KKB-R)  
Adopted: January 25, 1990 (as Policy KKA, KKB, and KKB-R)  
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