

## COMMUNITY RELATIONS

### School Visitors

The Kennewick School District encourages parents to visit their children at school and have developed the following guidelines are established to permit visitors to observe the educational program with minimal disruption:

1. All visitors must register at the office upon their arrival at a school.
2. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the District.
3. Non-students shall not loiter in a school building, on school grounds, or on the public premises thereto.
4. If the visitor wishes to observe a classroom, an appointment time will be arranged after the principal or designee(s) has conferred with the teacher. If, in the opinion of the principal and/or the teacher, a delay is warranted, the visitor's observations shall be scheduled no sooner than 24 hours.
5. If the concerns raised by the visitor are with instruction, course content or a student/teacher conflict, these issues may first be addressed with a conference involving the principal, teacher and visitor(s). Building administrators may choose to be present in the classroom anytime a visitor is observing.
6. The principal and/or supervisor may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or supervisor may withdraw approval. In either case, the principal or supervisor shall give reasons for the action.
7. If a dispute arises regarding limitations upon or withholding of approval for visits:
  - a. The visitor shall first discuss the matter with the building principal.
  - b. If it is not satisfactorily resolved, the visitor may request a meeting with the District Superintendent. The latter shall promptly meet with the visitor, investigate the dispute, and render a written decision, which shall be final, subject only to a citizen's right to raise an issue in open meeting at a regular session of the Board of Directors.

Visitors are requested to read and follow appropriate observation procedures that have been established to minimize disruption for the classrooms. Observers should:

- a. Enter into class at the pre-determined time.
- b. Never video or audio tape without permission of the principal or classroom teacher.
- c. Enter into class discussion only at the request of the teacher.
- d. Never intentionally observe other students' work
- e. Never interrupt teacher during class instruction

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- f. Resist interacting with the students unless invited to by the teacher
- g. Never bring food or beverages to the classroom without teacher permission.

Visitation procedures for community members other than parents, relatives, or guardians during school lunch periods.

The purpose of allowing community members to visit schools at lunch is to help students and adults make positive connections as well as provide additional supervision of student.

1. All community members who wish to make periodic visits with students at lunch must complete the Kennewick School District volunteer approval process.
2. Community members must check in at the office and follow office procedures for visitors.
3. Proselytizing of students is not permitted.
4. Wearing of clothing that aggressively promotes a business, religious viewpoint, or other non-school activity is not permitted.
5. Passing out free food or other items as a recruitment tool is not permitted.
6. Advertising of community events is not permitted unless materials are approved in advance by the superintendent or designee as outlined in school district policy.
7. Community members may come individually or in pairs but not in larger groups.

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