

Visitation Policy

Spencer County Elementary welcomes all visitors to our building. Visitors are welcomed and encouraged under the following guidelines:

1. Visitors MUST sign in the office and state the reason for the visit and receive a visitor's pass (lunch, guest reader, etc.) All visitors will be asked for their name, reason for visit, and a valid ID before being allowed into the building.
 - a. No one is allowed access to a classroom unless there has been prior communication between the teacher and the front office. The individual also needs a valid reason for being in the classroom. Valid reasons for a classroom visit during the school day may include being a guest reader, classroom volunteer, conference, etc.
 - b. All visitors will be assigned a colored sticker that correlates with their reason for visit.
 - c. All volunteers working directly with students must have a current background check on file.
2. Visitors may bring student's siblings to lunch or special activities with prior teacher approval such as celebrations of learning and classroom parties.
3. To ensure efficiency and avoid scheduling conflicts, parents please schedule a conference if you need to see your child's teacher.
4. Tours of the school will be offered by administration per appointment or during scheduled Open Houses. Touring visitors must be escorted at all times.

Classroom Visitation

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.
4. During observations the visitor must be accompanied by the principal or his/her designee and the observation be limited to no more than 15 minutes.