

# EVERMAN INDEPENDENT SCHOOL DISTRICT

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## Visitors on Campus Guidelines

### General Rules for Visitors

Parents and others are welcome to visit Everman Independent School District schools. Parents are partners in creating and implementing educational programs. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Parent rights do not include unregulated access to school facilities. School officials have the authority to control activities on school property, including denying: access to parents, in order to maintain order and prevent disruption of school. This authority includes reasonable limitations on classroom visits and other parental activities on campus.

Everman ISD takes seriously its responsibility to provide a safe school environment for its students and staff. This procedure is intended to protect students and avoid disruption of instructional time by placing reasonable limitations on campus visits by parents and other adult visitors.

Each school will provide a designated waiting area for parents to pick up children at the end of the school day; passes are not required while in this area. Anyone needing to go beyond the designated waiting area must register at the office.

### Identification Process

Unless otherwise provided in this procedure, all visitors to any school campus in the district must comply with the following access rules:

- Upon arrival, all visitors must go directly to the campus front office and present identification consisting of one of the following:
  - A. A current driver's license
  - B. A current state identification card
  - C. Permanent Residency card
  - D. A current work visa

**This applies also when eating lunch with your child.**

After presenting identification the visitor must sign in and wait for instructions. If necessary, the office personnel will provide an escort.

Upon completion of the visit, the visitor shall return to the office to return the pass and sign out.

### Classroom Observations/Holiday Parties

Parents/Guardians who wish to visit their child's classroom must make arrangements at least 24 hours in advance with the principal. Parents/Guardians in classrooms are there as observers and should not

become involved in discussions or classrooms activities unless invited to do so by the teacher. If there is a need for a discussion with the teacher, a conference must be scheduled outside of the instructional time.

To maintain an orderly educational environment, parents/guardians should not bring siblings or other children with them for classrooms observations and when volunteering. Cell phones and other electronic devices must be turned off while in instructional settings.

### **Lunch Visitors**

Elementary: Lunch visitors are restricted to parents, guardians, non-school age siblings and grandparents (accompanied by a parent or with written permission from a parent), and campus mentors. Principals may designate a guest table for lunch visitors.

Secondary: Lunch visitors will be restricted to parents, guardians, grandparents (with written permission from a parent), and campus mentors.

**Lunch visitors are allowed to bring food for their child only and it should not be shared with other students.**

### **Assembly Programs**

Any visitors attending an assembly program must go directly to the assembly area, unless issued a pass to visit another area of the campus.

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