

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**  
**Series: C39 - Visitation of Schools**

**Policy.** It is the policy of the Board to promote safety and order within the schools to achieve a learning environment. In order to achieve this, it is the expectation that every person visiting a Kanawha County School shall first sign in at the front office. For the purpose of this policy, the term "visitor" shall include all persons other than students and employees assigned to the school visited. The principal in each school shall maintain a visitor log. The principal shall cause the name, arrival time, and departure time of each visitor, to be recorded in said log.

If a visitor desires to meet with an employee or employees of the school, the principal shall arrange the requested meeting or meetings under the following conditions:

- Employees of the school shall be made available for meetings only during duty-free periods when not instructing students, supervising students, conducting class preparation, training, or performing other duties (this paragraph shall not be construed to limit or prohibit meetings between teachers and parents during planning periods) or if necessary, only when their class can otherwise be covered by appropriate staff; and
- The principal shall assign the location for approved meetings and note the location in the visitor log.

A principal may deny any requested meeting if the safety, welfare, and orderly instruction of students would be jeopardized.

Any person may be prohibited from school property by the Superintendent or the principal of the school if such person's conduct is disruptive or detrimental to the education process. The Superintendent may also prohibit any person from access to school property if it is deemed to be in the best interests of the school system. Visiting school employees who are not assigned to the school should display identification tags when entering the school and sign the visitor log.

Issued: 09.19.1985

Revised: 06.07.2021