

TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Classroom Visitors

Adoption Date: 4/8/1999

Iowa Code:

Last Review: 8/3/2000 12/12/02

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1. Classroom visitors are defined as (a) former students visiting friends; (b) relatives of students; and (c) friends of students who attend another local school.
2. Classroom visitors are welcome in grades 5-8. Prior to the visit, a *Request to Visit* form must be completed. This form requires each teacher of that class to approve of the visit. The form also has releases that must be signed by parents and provide emergency numbers for contacting the visitor's parents.
3. Classroom visits may last for half a day, not a whole day.
4. An individual may not have a visitor more than once in the same week and may not have visitors on successive days. An individual may visit the school no more than once in the same week. Only one visitor per day is allowed in any one classroom.
5. Classroom visitors are subject to the same rules and expectations as are students.

This policy does not apply to families considering enrollment at Trinity. The principal arranges the visitation of prospective students and parents.