



Policies and Procedures

Section Four – Curriculum and Instruction

407 – SCHOOL VISITORS

Policy 407

Students may be granted permission to attend classes as visitors at KCS according to the procedures outlined in this policy.

Introduction

Visiting students often cause a distraction to the regular activities in a classroom. Generally, visits to our students are restricted to lunch time. Classroom visits are not preferred. Students from other schools or from out of town may be given permission to visit classes only if the following procedures are followed in advance.

PROCEDURES

1. Authorization must first be received from the school principal. If granted, a *Form 407 – Visitor Permission Form* will be given to the initiator of the request. Students from Kelowna will not normally be allowed to visit classes unless prior arrangements have been made with parents that are interested in enrolling the students in our school.
2. Prior to the day of the proposed visit, the student sponsoring the visit must get approval for the visit from all the teachers involved and get their signatures on the form.
3. The sponsoring student must return the completed form with all the necessary teachers' signatures to the principal for his final approval.
4. The student who invites the visitor is responsible for informing the visitor of important school regulations and behavior expectations. If visitors do not comply with school rules and etiquette they may be asked to leave the school grounds.
5. On the day of the visit, the visitor is required to sign in at the school office.