

(School District or ISD)  
**VISITORS - DISTRICT/SCHOOLS**  
(Policy/Guidelines – SAMPLE)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the District, it is necessary to invoke visitor controls.

The Superintendent or (Other Designated Person) has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Superintendent/(Other Designated Person) are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

When parents or visitors known by past occurrences as having caused problems detrimental to the educational environment enter the premises of any building operated by the District/ISD, they shall first be required to contact the appropriate administrative offices to get permission for any anticipated classroom visit(s). The employee will be given at least one (1) hour advance notice of any such visit. All such visits shall be limited to not more than one half (1/2) hour duration. Administrators, for such problematic parents/visitors or at the employee's request, shall be present during such visit(s).

Individual Board members who are interested in visiting programs or facilities on an unofficial basis shall make the appropriate arrangements with the Superintendent. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a facility or program, a Board member observes a situation or condition which causes concern, she/he should discuss the situation first with the Superintendent/(Other Designated Person) as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

In order to protect the educational programs of the schools from undue disturbance, each principal/director shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one (1) or more schools are to make arrangements in advance through the school office.
- B. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave District grounds or creates a

disturbance, the building principal/director should request aid from Superintendent/(Other Designated Person).

C. No visitor may see a student in school unless it is with the specific approval of Superintendent/(Other Designated Person). If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.

D. Students may not bring guests to school unless permission to do so has been granted by the Treasurer.

E. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal/director and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:

1. Visitations will not be allowed during examinations and independent study periods.
2. A visitation should be no longer than forty-five (45) minutes or one (1) class period.
3. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
4. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
5. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
6. Use of audio or visual equipment to record classroom activities must be approved by the principal/director and the teacher. No visitor shall be allowed to videotape students in the classroom, without the prior approval of the director as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities to which the public is invited, will be in accordance with AG 9160 - Attendance at Public Events.
7. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
8. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
9. If a parent or other visitor wishes to tape record a conversation with a teacher or the principal/director, she/he should request permission from the teacher or principal/director although the person is not obligated to do so. If the teacher or principal/director wishes to record a conversation with a parent or other visitor, she/he is to inform that person that the conversation is being recorded before the conversation begins.

A copy of these guidelines is to be given to and signed by each non-staff visitor to a classroom as an indication that she/he understands the reason for each guideline.

Visitors are to be encouraged to meet with the principal/director and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, she/he should follow the Board's Policy which states that the parent is to address the matter first with the teacher and, if not rectified, to then meet with the principal/director.

F. No staff member is to transact business with a visitor who does not have visitor's pass and/or has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

If a disabled person should visit a school and request accommodation and she/he has not submitted the Request for Accommodation Form (copy attached), in advance, the principal/director should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable.

## **VISITS TO THE SCHOOL**

- A. Persons wishing to visit the School are to make arrangements in advance through the school office. Any person who comes onto School property without registering at the office is trespassing and may be reported to the authorities.
- B. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the School with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.
- C. Students may not bring guests to School unless permission to do so has been granted by the principal.
- D. No staff member is allowed to transact business with a visitor who has not duly registered at the School office and received authorization to be present for the purpose of conducting business.

### **Classroom Visitations**

Because classroom visitations can be distracting to the students, it has been necessary to establish the following guidelines:

- A. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.
- B. Visitations will not be allowed during examinations and independent study periods.
- C. A visitation should be no longer than \_\_\_\_\_ minutes or \_\_\_\_\_ class periods.
- D. The number of visitors at any one (1) time should not exceed \_\_\_\_\_ parents.
- E. The frequency of visits for any student's parents should be no more than \_\_\_\_\_ every \_\_\_\_\_ weeks and the aggregate number of visits per week should not exceed \_\_\_\_\_.
- F. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- G. Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always be immediately available during the visitation.
- H. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- I. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
- J. If a visitor wishes to tape record a conversation or meeting with a teacher or the principal, she/he should request permission from the teacher or principal.

- K. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
- L. Visitors are encouraged to meet with the principal and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, she/he should discuss the concern first with the teacher and, if the concern is not satisfied, make arrangements to discuss the matter with the principal.

**VISITATION AGREEMENT**

I, the undersigned, request approval to visit the following classroom(s).

Teacher	Grade	Date	Time
_____	_____	_____	_____

I have received a copy of the visitation guidelines. I have read and understand the implications of each item and by my signature below, agree to adhere to these guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**STAFF REQUEST FOR REASONABLE ACCOMMODATION**

DATE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

DESCRIPTION OF DISABILITY \_\_\_\_\_

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**ACCOMMODATION REQUESTED**

ACCESS TO FACILITY OR PROGRAM:

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JOB RESTRUCTURING/MODIFICATION:

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EQUIPMENT:

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OTHER:

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\_\_\_\_\_  
SIGNATURE of STAFF MEMBER

\_\_\_\_\_  
SIGNATURE of ATTENDING PHYSICIAN