

Policies -- School Visitors

PURPOSE: The Board welcomes and encourages visits to school by parents or guardians or by other taxpayers of the community or interested educators. To insure order in the schools, it is necessary for the Board to establish guidelines governing such school visitations:

DELEGATION OF RESPONSIBILITY: The School Code provides that the sole responsibility to make regular visits to the various schools of the District and to report to the Board concerning such visits is vested in the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines.

PROCEDURE FOR SCHOOL VISITATION: The District Superintendent or Building Principal shall have the authority to prohibit entry of any person to a school of this District unless or until the following procedures have been complied with:

1. If the visitation is for a parent or teacher-initiated parent conference concerning the parent or guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the office of the Principal prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the Building Principal.
3. All visitors must register at the office of the Building Principal upon arrival.
4. No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the Building Principal.
5. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the Building Principal and the District Superintendent.

PROCEDURE FOR CLASSROOM VISITATION: Visitation of classrooms by persons other than school employees while a class is in progress invariably leads to disruption of the learning process. Accordingly, such visitations are not encouraged. Such visitations may be specifically approved subject to the preceding and to the following additional guidelines:

1. Where the classroom teacher of a student requests that a parent or guardian be allowed to observe a class for a specified period and approval is obtained from the Building Principal; or
2. Where a specified period of observation by a parent or guardian of his/her child or by a recognized professional on behalf of the parent or guardian is approved by the Director of Special Education as a necessary part of the evaluation of an exceptional or thought to be exceptional student.