

VISITORS TO THE SCHOOLS POLICY

1.0 PURPOSE

- 1.1 The Board of Education strongly supports safety in the schools while realizing the benefit of approved visitors to the schools.
- 1.2 The Board of Education also believes that parents and guardians should have reasonable access to their child's classrooms, subject to the procedures set forth below.
- 1.3 The specific intent of this policy is to provide consistent procedures to be followed when parents or guardians of children wish to observe instruction in their child's classroom. These procedures are intended to balance a parent or guardian's reasonable access to the classroom with the rights of students and educators to enjoy a distraction-free learning environment. These procedures are further intended to protect the privacy of children and faculty members.
- 1.4 All visitors are required to report to the school office upon entering the school.
- 1.5 Visitors are not to stand in the hallways, visit classrooms or loiter on the campus without approval from the office.

2.0 RESPONSIBILITY

- 2.1 It shall be the responsibility of the Board of Education, Superintendent and building administrator to administer this policy.
- 2.2 School personnel should notify the office of any person who may be visiting them and those visitors should report to the office upon arriving at the school.
- 2.3 Violators will be subject to safe school policy directives.

AUTHORITY: Source: Board of Education Minutes

Adopted: 1974;

Revised: 06/28/10; 1983; 1978-79

See Procedures 9600P

PROCEDURES FOR VISITORS TO THE SCHOOLS

1. All classroom visitors shall comply with Barbour County Board of Education's established policy regarding Visitors to the Schools. That policy requires all visitors to report to the school office upon entering the school, and it prohibits any/all visitors from standing in the hallways, visiting classrooms, or loitering on the campus without approval from the office.
2. All persons wishing to visit a classroom shall make an appointment in advance with the principal of the school and with the classroom teacher.
3. All classroom visits shall not exceed one hour, unless otherwise agreed to by the principal of the school and the classroom teacher, or at the direction of the superintendent.
4. Classroom visitors shall not disrupt the classroom. Disruptions include, but are not limited to, interrupting a teacher who is teaching a class, interrupting a teacher during preparation times or other related instructional duties, interacting with students without prior approval from the classroom teacher, and otherwise behaving in a manner which distracts children from their ability to learn.
5. Classroom visitors may be accompanied by a Barbour County Schools employee.
6. Faculty members have the right to take reasonable actions to preserve and protect a positive learning environment, including causing any classroom visitor to be removed from school property. The classroom teacher and/or the school principal may terminate a visit at any time if, in principal/teacher's judgment, the visit is disrupting children, faculty, or the learning process, or becomes a threat to the health, safety, or welfare of children or faculty.
7. Classroom visitors are permitted to take notes. However, any notes taken shall be presented to the classroom teacher prior to leaving the classroom. All notes taken by classroom visitors must be inspected by the classroom teacher and are subject to redaction to ensure that student privacy is maintained.
8. Classroom visitors shall not breach the confidentiality of any other students by including or removing any personally identifiable information.
9. Classroom visitors shall not photograph or videotape any person or any part of any building during classroom visits. Classroom visitors shall not tape record any conversations during classroom visits.

Questions shall be directed to the principal of the school where the visit shall occur or to the faculty member responsible for the classroom. All discussions must occur outside the presence of children and other faculty members.