

Oak Park Elementary School District #97

Bylaws & Policies

9150 - SCHOOL/CLASSROOM VISITS

We are proud of our schools and welcome parents/guardians, parents/guardians of prospective students, community members, and other appropriate visitors to our schools. We value the partnership with our stakeholders and their interest in our educational process and will make every effort to accommodate them. We are also grateful for the countless hours of service our parent/guardian and community volunteers donate to enrich the school experience for our students and staff. To assure appropriate access for stakeholders and to minimize disruption in the educational program, the Board of Education endorses the following administrative guidelines for school and classroom visits in all District 97 schools:

A. PARENTS/GUARDIANS

Parents/guardians wishing to participate in special school/classroom activities, volunteer in their child's classroom, or observe their child in one (1) or more of their child's classrooms should make arrangements with their child's teacher, explaining the reason for the visit.

Arrangements for classroom visits by parents/guardians should be made at least a day in advance. If a special circumstance arises that the teacher should be aware of, parents/guardians can check at the front office to see if the teacher is available for a quick update during non-instructional time or leave a note to be delivered to the teacher as soon as possible.

Teachers who have arranged a classroom visit with parents/guardians should inform the school office of the visit and the times at which to expect the parents/guardians.

Parents/guardians should enter through the main school entrance, register at the school office, and obtain a visitor's badge. Parents/guardians must wear their visitor's badge at all times in the building. Anyone not wearing a visitor's badge will be directed to the school office.

Parents/guardians may not visit other classrooms unless arrangements to do so have been made with the principal.

B. PARENTS/GUARDIANS OF PROSPECTIVE STUDENTS

We welcome parents/guardians of prospective students into our schools so that they may learn about our educational programs. School tours can be arranged with the principal by contacting the school office. Arrangement for such tours should be made as far in advance as possible.

Parents/guardians of prospective students should enter through the main school entrance, register at the school office, and obtain a visitor's badge. Parents/guardians of prospective students must wear their visitor's badge at all times in the building. Anyone not wearing a visitor's badge will be directed to the school office.

Parents/guardians of prospective students will be accompanied by the principal or designee during their visit.

Parents/guardians of prospective students with an interest in a particular grade level may make arrangements to spend additional time with the principal or principal's designee in a classroom at that grade level. The specific classroom to be visited will be determined by the principal or principal's designee.

The number of parents/guardians of prospective students should not exceed two (2) adults unless other arrangements have been made with the principal.

C. INVITED GUESTS/VOLUNTEERS

From time to time, groups or individuals ask to visit or are invited to visit our schools to contribute to or observe the educational program or to volunteer. Arrangements for these visits should be made with the principal or through the Community Relations department at the central office.

Arrangements for such visits should be made at least twenty-four (24) hours in advance.

Invited guests should enter through the main school entrance, register at the school office, and obtain a visitor's badge. Invited guests must wear their visitor's badge at all times in the building. Anyone not wearing a visitor's badge will be directed to the school office.

Invited guests will be accompanied by a staff member during their visit.

D. MEDIA

We maintain a good relationship with our local reporters and other media and appreciate that they regularly report on the educational programs, events, and activities in our schools.

Arrangements for these visits should be made through the community Relations department at the central office or through the principal.

Arrangements for such visits should be made as far in advance as possible.

Members of the media should enter through the main school entrance, register at the school office, and obtain a visitor's badge. Members of the media must wear their visitor's badge at all times in the building. Anyone not wearing a visitor's badge will be directed to the school office.

Members of the media will be accompanied by a staff member during their visit.

Members of the media should be made aware that parents/guardians sign a media release form when they register their students in our district. Members of the media must respect the wishes of parents/guardians who requested when registering their children that their children not be photographed and/or interviewed.

E. GENERAL GUIDELINES

If an emergency situation requires a student to be called to the office to meet with a visitor who is not a parent/guardian, a member of the administrative staff or his/her designee must be present during the visit. A student will not be permitted to leave the school with anyone who is not clearly identified as his/her parent/guardian or an appropriately authorized person. No one may visit a student in school unless it is with the specific approval of the principal.

Students may not bring guests to school unless the guest has been invited by the principal and teacher to contribute to the instructional program.

Visits will not be allowed during testing.

In general, visits should not exceed thirty (30) minutes, or in the case of the middle schools, the duration of one (1) class period. Exceptions to this guideline should be arranged with the principal.

Visitors are expected to respect the instructional environment and the learning process. If questions arise during a visit while instruction is in progress, visitors should contact the principal and/or teacher after the visit to have those questions answered during non-instructional time.

Visitors may view instructional materials being used by the students or teacher at the time of their visit if copies are available. Otherwise, arrangements can be made to view instructional materials at another time.

The use of audio or video equipment by visitors to record classroom activities must be pre-approved by the principal.

Visitors must agree that they will not disclose any information about individual students' work or student groupings, behavior, or classroom contributions that would result in the identification of individual students.