

SCHOOL/CLASSROOM VISITS POLICY (9150)

The Board of Education values the partnership of our stakeholders and welcomes their interest in our academic process. To facilitate that partnership, every effort will be made to accommodate requests from stakeholders to visit our facilities. To ensure appropriate access and minimize disruption to the learning environment, the Board of Education developed the following policy regarding visits to District 97 schools and classroom.

General Information

School and classroom visits must be unobtrusive to the educational process and learning environment and should not occur on an excessive basis. All requests for visits will be coordinated through the building principal or designee at least one day in advance. In general, visits should not exceed 40 minutes or the duration of one class period. Any exceptions to this time guideline must be arranged with the principal or designee. If visitors are going to a specific classroom, the principal or designee will notify the teacher about the visit as soon as it is scheduled.

Additional information about school and classroom visits, including the number of people who can participate in a visit, the process for viewing instructional materials and the protection of the privacy of students, is available in the administrative guidelines that correspond with this policy. These guidelines can be found on the district's Web site.

Visits by Parents/Guardians

Parents/guardians who are interested in visiting the school for any of the following reasons should make arrangements with the principal or designee:

- Participating in school/classroom activities
- Volunteering in their child's school
- Observing their child in one or more of his/her classrooms
- Touring a school to learn more about the district's educational programs if their child is a prospective student

Arrangements for school/classroom visits must be made at least one day in advance. If a special circumstance arises that prevents parents/guardians from giving a day's notice, they must contact the principal or designee as soon as possible to make arrangements. Every effort will be made by the principal or designee to accommodate requests for visits.

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

Visits by Other Individuals

In addition to parents/guardians, there are a number of other individuals that visit our schools on a regular basis. These individuals include, but are not limited to:

- Community volunteers
- Qualified professionals

- Members of the media
- Student visitors
- Invited guests participating in a specific school/classroom activity

With the exception of members of the media, arrangements for visits by these individuals should be made with the principal or designee as far in advance as possible, but no later than one day in advance.

Members of the media will make arrangements for visits through the district's communications coordinator or designee as far in advance as possible, but no later than one day in advance. These individuals will be accompanied at all times by the communications coordinator or designee during their visit.