

## **DRAFT**

### **PROCEDURES FOR POLICY 9150 – SCHOOL/CLASSROOM VISITS**

To ensure appropriate access and minimize disruption to the learning environment, the superintendent has developed the following procedures regarding visits to District 97 schools and classroom. These procedures correspond with board policy 9150.

#### **General Guidelines**

- A. School/classroom visits must be unobtrusive to the educational process and learning environment, and should not occur on an excessive basis.
- B. All visits must be coordinated through the building principal or designee. If the visitor is going to a specific classroom, the principal or designee will notify the teacher as soon as they are scheduled.
- C. Front office staff should all be notified about these visits as soon as they are scheduled so they know the dates and times to expect these individuals.
- D. All visitors must enter through the main school entrance and register in the front office. They must fill out the sign-in sheet (name, arrival time, person visiting, and departure time) and obtain a visitor's badge. This visitor's badge must be worn at all times in the building. Anyone not wearing a visitor's badge will be directed to the school office. Anyone who does not register with the front office is on school property without authorization and will be asked to identify himself/herself and obtain permission to remain on the premises or leave school grounds immediately. If the visitor refuses to obtain permission to stay on the premises and won't leave the school grounds, the principal or designee will contact the police.
- E. Individuals who are visiting specific classrooms may not visit other classrooms unless prior arrangements have been made with the principal or designee.
- F. Any individual who shows up at a school for a visit without getting prior approval from the principal or designee must speak with the principal or designee about the purpose of his/her visit and either get permission to remain on school grounds or determine a more appropriate time to come back and conduct the visit.
- G. 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.
- H. When school/classroom visits are being scheduled, the number of participants should be taken into consideration in order to avoid disruptions to the learning environment.
- I. Visitors will not be allowed to visits classrooms during testing.

- J. 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 or designee after the visit so they can be answered during non-instructional time.
- K. Visitors may view the instructional materials being used by students and/or teachers if copies of these materials are readily available during their visit. Otherwise, arrangements can be made to view the instructional materials at another time.
- L. Any visitors interested in using audio or video equipment to record school or classroom activities must get approval from the principal or designee to do this. If approval is granted, visitors must work with the principal or designee to identify any students participating in these activities whose parents/guardians have requested they not be photographed or interviewed.
- M. Visitors must agree that they will not disclose any information about student work groupings, behavior, or classroom contributions that would result in the identification of individual students.
- N. If a situation requires a student to be called to the front office of the school to meet with a visitor who is not a parent/guardian, the principal or designee must be present during the visit. A student will not be permitted to leave the school with anyone who is not 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 or designee.