

# REGULATION

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SCHOOL DISTRICT

COMMUNITY

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School Visitors

## R 9150 VISITS TO THE SCHOOLS

Schools offer many opportunities such as meetings of organized parent groups, athletic events, and special programs for visits after school hours. Customarily, "open house" is scheduled in the fall for parents and residents to become acquainted with the teachers and staff. During American Education Week, all schools will be open one evening for parents to visit the school and meet with their child's teachers. Dates and times are to be announced by the individual school unless otherwise stated. Visitors are also welcome during the school day with the permission of the principal, provided that the visits are not detrimental to the instructional program.

### A. Visits by Parents

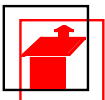
1. Any parent/guardian/surrogate wishing to visit a public school for either an observation or conference must make arrangements in advance with the school principal. For an observation, visitors may sit in a classroom during instructional time, paying close attention not to disturb the educational setting. A conference provides time for discussion with the appropriate teacher(s) and/or administrator(s). The building principal must grant approval for all visitations, whether they be conferences or observations, and will monitor their scheduling and duration in keeping with the philosophy stated above.

2. To insure the safety and well-being of the students and/or staff, all visitors must obtain a visitor's pass from the principal's office at the beginning of their visit. Unauthorized persons found in the school building will be considered as trespassing and appropriate action will be taken.

3. A parent/guardian/surrogate-teacher conference will give you an opportunity to (a) learn more about the curriculum; (b) discuss your child's strengths and weaknesses; (c) present any important information that will help your child's school program; and (d) become acquainted with your child's teacher.

### B. Visits to the Schools by Persons From Outside the School System

In view of the numerous visits to schools by inspectors, agents, representatives and others, principals and teachers are



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advised to take the following measures for the purpose of guarding against any unwarranted interference with the operation of the school or any infringement upon the rights and safety of students, teachers or other school district employees.

1. If the inspector, agent or representative is not a known employee of the school district or is not accompanied by an employee of the school system, he or she should be asked to obtain a permit from the director of the appropriate department in the central office or from the office of the Superintendent.

2. If the principal is satisfied that the visitor is accredited as claimed, the principal should ascertain the purpose of the visit before allowing the visitor to proceed.

3. If the visitor, purporting to be an inspector, agent, or representative, cannot produce satisfactory identification, then the visitor should be informed that he or she cannot inspect or otherwise visit or remain on school premises.

## C. Visits with Students and Employees

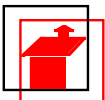
1. Requests for interviews with students will normally be denied unless written consent of the parents is given or the parent is present for the interview.

2. Requests for interviews with teachers and other employees of the school will also be denied with the explanation that school system employees are not permitted to be interrupted in the performance of their school duties for the purpose of engaging in such interviews.

None of the foregoing is to be construed as a change in the school system's policies with regard to normal administrative and instructional procedures, or to the visits of persons authorized by law.

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