



3.30.051-AD Visitors To Schools - Implementation

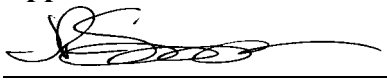
Visitors to schools and classrooms may reflect diverse interests in the school, and visitors may come from the ranks of parents, patrons, college students, visiting educators, etc. The following are general guidelines for visitations to school classrooms:

- (1) **Students Preparing for Teaching or Related Activities.** College students may, by arrangement with the principal, visit classrooms according to the following conditions:
 - (a) Arrangements are made by following procedures for "Observation and Field Experience Request and Confirmation" supplied by the district. These arrangements are made directly with the school administrator by the college so that the classroom teacher and the principal have an opportunity to pass upon the timeliness and appropriateness of visits. These arrangements should include contacting the school two weeks prior to the requested time of the visit plus sending a comprehensive and detailed statement as to the purpose of the visitation, the experiences expected for the student, the role of the cooperating teacher, and what evaluation statement is to be made, if any. It is expected that teachers and principals will cooperate with the general intent of this statement.;
 - (b) The number of students observing in a given classroom at any one time shall not exceed three, except by special arrangement through the Office of Human Resources and the building principal;
 - (c) In most cases, no remuneration is paid by either the training institution or the student for the privilege of classroom visitations. Any variation from this procedure will have to be arranged through the Office of Human Resources so that expectations can be clearly stated in writing and so that all parties concerned can be fully consulted and informed.
- (2) **High School Students.** High school age students from other schools in the city or metropolitan area will not be authorized to visit with friends in classrooms, nor be permitted to visit in a school generally in numbers and/or places, if such visits impede the operation of school programs;
- (3) **Visits by Parents and Patrons.** Visitors must register at the office of the principal, providing name, address and identification, if desired by the principal, and the purpose of the visit.

- (a) Teachers' work must not be impeded by interruptions of visitors or by unreasonable demands on their time.
- (b) Visitors must not contact individual students, except as authorized by the principal and/or teachers. No one who is not the parent nor legal guardian of a student may be permitted to contact any student, except as provided in policy or administrative directive or otherwise approved by the building principal. (See 4.50.010-P, Student Interviews and Errands, and Administrative Directive 4.50.011-AD, Law Enforcement Officers in School and Subpoena Services.)
- (c) When in the interests of orderly educational programs and the safety of students it is determined by the principal that some specific visitor or visitors shall not be permitted to enter the classroom, the principal shall use the following procedure:
 - (A) Advise the person he/she is refused admission and give reasons-;
 - (B) If possible and appropriate, arrange alternative visitation of buildings, etc.
- (4) Those who insist on remaining and creating a disruption are subject to established district trespass procedures. The School Police Officer should be called for its assistance.

Policy Implemented: 3.50.050-P

History:Adpt. 6/71; Amd. 8/74; Amd. 9/01/02

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Approved:  _____ Superintendent	<u>9/01/02</u> Date