



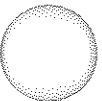
policy

**BOARD OF SCHOOL TRUSTEES
SCHOOL CITY OF HOBART**

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SCHOOL VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.




The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Any person who has been prohibited from entering upon school property or asked to leave school property, and who wishes access to school property for a specific purpose (such as voting at a designated polling place, or attending a public meeting) shall contact the office of the superintendent in advance. The superintendent may impose such conditions on access to school property as are appropriate to address the concern set forth in this policy.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Any person wishing to appeal or challenge the decision of the superintendent regarding access to school property shall proceed in accordance with board Policy 9130.





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School Board Members

Members of the School Board are encouraged to visit the Corporation schools and supportive departments. Such visits should be made in accordance with the following guidelines:

- A. School visits should be scheduled through the building principal.
- B. The principal or available staff member will accompany the Board member on the visit if the member so desires.
- C. Such visits will be for the purpose of becoming acquainted with school programs, personnel, operation, and facilities.
- D. A Board member will not give directions, or make suggestions to personnel during the visit. If a school visit leaves a Board member with a concern, this concern should be addressed through appropriate channels, i.e., -- discussed with the principal and/or the Superintendent.
- E. A Board member may also visit a school as a parent, and in such instances will follow the policy. The member should make his/her status clear at the beginning of the visit.




Invited Guests

In as much as the community contains a wealth of experience, expertise and knowledge which can be employed by the effective teacher, invited guests should be more than welcome (in appropriate numbers) in the classroom.

Teachers planning to invite guests to the classroom should inform the principal and obtain approval.

Arrangements should be made to receive the guest in an hospitable and courteous fashion.





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If a controversial issue is to be considered in the classroom setting, reasonable efforts will be made to see that all appropriate viewpoints are represented in a fair and reasonable fashion.

If any "high profile" persons are expected to visit the school, appropriate central office personnel should be advised.

I.C. 20-26-5-4



Revised 11/5/15

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SCHOOL VISITORS

In order to protect the educational program of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one or more schools are to make arrangements in advance through the school office of each school to be visited.
- B. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from law enforcement.
- C. No visitor may see a student in school unless it is with the specific approval of the building principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the building principal.
- E. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:

1. Visitations will not be allowed during examinations and independent study periods.

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2. A visitation should be no longer than sixty (60) minutes or one (1) class period.
 3. The number of visitors at any one (1) time should not exceed two (2) parents.
 4. The frequency of visits for any student's parents should be no more than two (2) every grading period.
 5. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
 6. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
 7. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- F. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities will be in accordance with AG 9160-Attendance at Public Events.
- G. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
- H. If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, s/he should request permission from the teacher or principal although the person is not obligated to do so. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.
- I. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.

A copy of these guidelines (Form 9150 F1) is to be given to and signed by each nonstaff visitor to a classroom as an indication that s/he understands the reason for each guideline.

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Visitors are to be encouraged to meet with the principal and teacher during noninstructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should follow the Board's Policy 9130 which states that the parent is to address the matter first with the teacher and, if not rectified, to then meet with the principal.

- J. No staff member is to transact business with a visitor who does not have a visitor's pass or has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation (Form 9160A F1), in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation meets the requirements of ADA.

Each principal shall post in a conspicuous place at each entrance, the rules and procedures to be followed by visitors.

VISITS TO THE SCHOOL

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

- A. Persons wishing to visit the School are to make arrangements in advance through the school office. Any person who comes onto School property without registering at the office is trespassing and may be reported to the authorities.
- B. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the School with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.
- C. Students may not bring guests to School unless permission to do so has been granted by the principal.
- D. No staff member is allowed to transact business with a visitor who has not duly registered at the School office and received authorization to be present for the purpose of conducting business.

Classroom Visitations

Because classroom visitations can be distracting to the students, it has been necessary to establish the following guidelines:

- A. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.
- B. Visitations will not be allowed during examinations and independent study periods.
- C. A visitation should be no longer than sixty (60) minutes or one (1) class period.
- D. The number of visitors at any one (1) time should not exceed two (2) parents.
- E. The frequency of visits for any student's parents should be no more than two (2) every grading period.
- F. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- G. Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always be immediately available during the visitation.
- H. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.

- I. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
- J. If a visitor wishes to tape record a conversation or meeting with a teacher or the principal, s/he should request permission from the teacher or principal.
- K. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
- L. Visitors are encouraged to meet with the principal and teacher during noninstructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should discuss the concern first with the teacher and, if the concern is not satisfied, make arrangements to discuss the matter with the principal.

VISITATION AGREEMENT

I, the undersigned, request approval to visit the following classroom(s).

Teacher	Grade	Date	Time
_____	_____	_____	_____

I have received a copy of the Classroom Visitation Guidelines. I have read and understand the implications of each item and by my signature below, agree to adhere to these guidelines.

Signature Date

Approved:

Administrator Date