



Dublin City School District

School Visitor Release

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- To be completed by school staff when a parent authorized visitor arrives at school.
 - Prior to date of visitation, *Parent Permission for School Visitor*, form 9450 F1 must be received.
 - Upon arrival, visitor will complete *School Visitor Release*, form 9450 F2.
 - Verify all information on *Parent Permission for School Visitor* and *School Visitor Release* is in agreement.
 - Send a copy of each form to the Department of Student Services.
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Student name: _____

School: _____

Date and time of visitation: _____

School visitor's name: _____
(Last) (First) (M.I.)

Agency: _____

Agency address: _____

Agency phone: _____

Reason for visit: _____

I have read and agree to follow the provisions of the attached **Administrative Guideline 9150 – School Visitors** (on back of this form). I understand that I am under obligation to keep confidential, and not release or permit access to, any and all student personally identifiable information to which I might be exposed, except as authorized by law.

Visitor's Signature

Date

In order to protect the educational programs of the schools from undue disturbance, the District's rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit any district school is 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 the appropriate law enforcement agency.
- C. The Superintendent or principal may exclude an individual from school grounds or premises when that individual's presence could be detrimental to the conduct of school activities (educational, co-curricular, and/or extra-curricular) or there is no legitimate reason for such person to be present in school facilities, on school grounds or at school related activities.

The exclusion is to extend to after school hours and weekends. A copy of the school letter prohibiting a person from school grounds, premises and activities shall be hand delivered or sent by certified mail.
- D. No visitor may see a student in school unless it is with the specific approval of school administration and parent of the student that is requested to be seen. 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.
- E. Students may not bring guests to school unless permission to do so has been granted by the school's administration.
- F. 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.
- G. 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.
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 one (1) parent.
4. The frequency of visits for any student's parents should be no more than once every nine (9) weeks and the aggregate number of visits per year should not exceed four (4).
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. 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 accord with AG 9160 - Public Attendance at School Events.
8. If a parent or other 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. 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. Federal law allows a parent to record an I.E.P. and, if the parent does record, the District should record the conference also.
9. 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 this guideline is to be given to and signed by each visitor to a classroom as an indication that s/he understands the reason for each guideline.

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.

If a disabled person should visit a school and request accommodation and s/he has not submitted the Visitor Request for Reasonable 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 is reasonable (see AG 9160A).