

Superintendent Procedure 4200SP.A

Visitors to Schools

Approved by: s/S. Enfield Date: 2/28/12

Dr. Susan Enfield, Interim Superintendent



School Board Policy 4200 - Visitors to Schools, encourages school or program visits, provided that there is only a minimal level of disruption of the educational process. By this standard, school or program visits that substantially impede the educational process should not be permitted by the principal or program manager. The following procedures are intended to implement this philosophy:

1. All visitors to a school, program, or classroom shall obtain prior permission of the principal, program manager, or supervisor in charge, and shall be required to sign in at the main school office prior to each visit.
2. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be required to confer with the teacher before or after the observation to enhance understanding of the activities.
3. The principal, program manager, or supervisor may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal, program manager, or supervisor may withdraw approval. In either case, the principal, program manager, or supervisor shall give reasons for the action.
4. Any visit by the representative of an organization, or an individual, that seeks to solicit students can be considered a recruiting visit, even if the stated purpose is not to recruit students. For example, recruiting visits can include such activities as chaperoning, tutoring, riding buses, appearances at career fairs, and the like, if a partial purpose for the visit is to solicit students. The principal, program manager, or designee shall decide whether a partial purpose for a visit is to solicit students.

Approved: February 2012

Revised:

Cross Reference: Board Policy 4200; Superintendent Procedure 4200SP.B