

## **506 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **PROCEDURES**

Innovation Science and Technology Academy recognizes the importance of parents and community members supporting our schools by observing classroom instruction and volunteering in our schools. We welcome visitors. However, we reserve the right to closely monitor school visitors and volunteers to minimize disruption of instruction.

Standards for individuals who wish to observe / visit a classroom or program:

1. Classroom observations / visits should be scheduled at least two days in advance with the building administrators or their designee.
2. Observations shall be limited to 60 minutes duration to avoid disruption or distractions in the classroom, unless the building administrator believes there are compelling reasons for a longer visit.
3. The number of visits / observations shall be limited to three per school year to minimize disruption to instruction. This limit does not include times when parents are invited to a classroom for a special event or presentation, or when serving as a volunteer with a teacher.
4. Observations / visits will be limited to one visitor at a time unless the request is for both parents.
5. Observers / visitors will remain in the location directed by the teacher to minimize the disruption to instruction.
6. Observers / visitors will not look at work samples nor gather information about any student, other than their own child, who is present in the classroom or instructional program.
7. The building administrator or their designee may be present during the observation to facilitate discussion or respond to questions that may arise. A follow-up meeting may be scheduled to address questions or concerns.

Standards for all individuals who observe instruction *or* volunteer within the school:

8. In order to maintain a safe and secure school environment, all visitors and volunteers are required to sign in at the school office, wear a visitor's badge while in the school or on school grounds and sign out when leaving the building.
9. To protect the learning environment, visitors and volunteers are asked not to bring younger children with them, nor utilize any personal electronic equipment such as audio or video recording devices and cell phones.
10. Visitors and volunteers must respect and observe the privacy rights of students as provided under state and federal law.
11. The building administrator or their designee may end a visit at any time if classroom activities or instruction are being disrupted.

Standards for all individuals who wish to visit their child during recess or lunchtime:

12. To maintain a safe and secure school environment, all visitors during the recess and lunchtime are required to sign in at the school office and wear a visitor's badge while in the school or on school grounds. In addition, visitors must sign out when leaving the school.
13. To protect the environment, visitors are asked to refrain from utilizing any personal electronic equipment such as audio or video recording devices and/or cell phones. There are no photos to be taken or shared while visiting during recess or lunch.

14. Due to space constraints in some of our schools, you may be asked to utilize an alternate space to enjoy lunch with your child. Some of our schools are experiencing a lack of seating for students when a large number of parents are visiting.
15. During recess/lunch time if someone other than a parent is visiting, prior approval must be granted by the parents. This requires a call into the office stating who will be at school having lunch with their child. We want to make sure that only authorized visitors are onsite and interacting with students.