

4.29 VISITS IN THE SCHOOLS

- A. The Board encourages patrons, **sponsors, and volunteers** to visit the schools as often as practical. ~~When visiting in a school, patrons,~~ **Visitors must have completed the district Volunteer Registration, and must sign in at the school administrative offices.** For their convenience, **visitors** should contact the principal's office for information and guidance services prior to arrival on campus.
- B. The Board encourages parents and guardians to visit schools for events and activities with their children. Upon entering a school campus, parents and guardians must sign in at the school administrative offices.
- C. Parents/guardians seeking to observe their child in their classrooms must make the request no later than 48 hours prior to the date of the requested visit, and must have the consent of the Principal or designee. Administration has the right to accompany parents/guardians on such visits and to limit the frequency of observations and the length of time for any single observation to a maximum of two hours.
- D. All classroom observers, including parents/guardians, shall limit their activities in the classroom as directed by the administration and/or the classroom teacher.
- E. When persons other than district administrative or supervisory personnel request to observe in a classroom, the Principal shall comply with any consultation or notice requirements set forth in the applicable Clay County Education Association master contract.
- F. Any visitors causing disruption of the academic environment will be asked to leave the school campus.
- G. Unauthorized persons who frequent school premises without the written permission of the Superintendent may be removed by law enforcement officers, provided said persons refuse to leave peacefully after having been asked to leave by school officials.
- H. This policy section shall not be applicable to classroom observation by non-district education, mental health, behavioral or other professionals, arranged by district personnel in the instructional division for the purpose of determining a student's education needs.