School Visitation - Professional/Non-Parent

Section 1. General. Many individuals and schools within the East Allen County Schools have provided unique and exemplary educational programs. These programs have attracted the attention of many other interested educators throughout Indiana and surrounding states. There have been situations in which parents have sought other persons and/or professionals from outside agencies to observe their children in the educational setting. It is the position of East Allen County Schools that sharing ideas and programs with fellow educators is good public relations.

The following guidelines will be observed to facilitate the most desirable process for visitation:

1. All visitations will be scheduled through the building principal.

   A. All requests to the Superintendent’s Office for general visitation will be referred by the Director of Human Resources to the respective building principal.

   B. All requests for specific visitations will be sent directly to the building principal for coordination. Requests must state the reasons for the visitation, the amount of time requested for the visitation and the requested dates for the observation. Requests must be submitted no less than three (3) business days in advance of any requested visitation date. Requests for visitations made at the request of student’s parent(s) or legal guardian(s), must be accompanied with an unlimited written authorization to release information between the third party visitor and school personnel.

   C. The building principal shall be responsible for determining the desirable number of visitations to buildings so it does not infringe on the educational opportunities of the students. Principals shall be instructed that multiple visitations within one (1) grading period should be discouraged. Visitations shall be limited to no more than two (2) hours. Third parties shall not be permitted to interact or otherwise work with any student(s) during the instructional day.

   D. Visitations should be structured by the building principal in cooperation with teacher(s) involved to assure minimal infringement on education experience of students.
(1) Other staff should be utilized (curriculum, special services, student services, instructional materials, etc.) to accompany visitors during the visitation.

(2) Visitors will not be allowed to interrupt instructional practices.

(3) Visitors shall not use recording devices at any time on school property during the visitation period.

(4) Visitors will not be allowed to ask questions of teachers, students or other staff members during instructional time. Any questions need to be directed to the designee assigned to accompany the visitor outside of the instructional setting.

(5) Teacher(s) and/or principals may determine the hours and days that are the least intrusive of student instruction for any arranged visitation.

(6) The principal and/or teacher may determine that a visitation must be cancelled without advanced notice when circumstances warrant.

(7) The principal or designee may terminate any observation at his/her discretion.

E. Fees shall not be charged visitors unless first approved by the Superintendent in writing.

F. Any questions regarding school visitation should be directed to the Director of Human Resources.

G. A list of visitors to school shall be kept on record for one (1) year to provide reference if requested.