

## *Madison Parish School District's*

### *School Visitation Policy*



#### *1. Purpose*

The Board of Education encourages and welcomes visits by parents and others who desire to become informed regarding schools and educational programs to visit the Madison Parish Schools and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the district's facilities and equipment from misuse and/or vandalism. **A balance must be achieved between the potential benefits and risks** associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parental involvement, a better understanding of how the school district operates, the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools.

Acceptable reasons for such visits include observation of significant programs, participation in special events, and conferring with staff. The visit should have legitimate purpose and not interfere with the delivery of instruction.

#### *2. Scope*

- ❖ The scope of authority of this policy and of school personnel who are responsible for enforcing it is limited to buildings and grounds under the jurisdiction or control of the Madison Parish School District.
- ❖ The provisions of this policy shall apply to all programs and activities such as off-site locations or evening schools.
- ❖ The term **Visitor** shall include all who are not employees or students of the school.
- ❖ The term **Administrator** shall include the Principal, the Principal's designee, or any person assigned responsibility for the program.

- ❖ The term **Staff Member** shall include any employee of the School District.

### 3. *Procedure*

The Administrator has the right to refuse admission to the school for any excessive number of visitors or to any who disregard the following:

- ❖ Those wishing to visit a school shall make arrangements in advance with the school office by stating reason, date, and time of the proposed visit. In all cases where permission is not obtained in advance it must be obtained promptly upon entering the school. Teachers requesting a parent conference should notify the Principal or designee and follow the same procedure listed.
- ❖ Upon arrival at the school, the visitor must sign the Visitor's Register in the school office where the visitor will be given instructions as well as a Visitor's Identification Badge and, if necessary, provided with an escort.
- ❖ The staff member being visited shall require that the visitor present the Visitor's Identification Badge.
- ❖ Upon completion of the visit, the visitor shall return to the office to return badge and enter departure time in the Visitor's Register.
- ❖ Administrators shall have the right to adapt or set aside the above procedures in the event of special activities such as assembly programs, athletic events, or musical performances.

### 4. *Guidelines*

- ❖ No visitor shall be permitted to interrupt a staff member in the performance of duties whether that interruption be for conversation or observation.
- ❖ To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the Administrator.

- ❖ No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to teachers unless such visits have been approved previously by the principal. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian gives explicit permission in writing to release the student to a designated family member or adult.
- ❖ Should an emergency require that a student be called to a school office to meet a visitor, the Administrator shall be present throughout the meeting.
- ❖ Volunteers are to report to the school principal or designee to be assigned tasks as deemed appropriate.
- ❖ Appropriate portions of this policy statement shall be placed by the Administrator in the School Handbook sent to parents.

#### *5. Maintenance of Safety*

- ❖ The Administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or staff, or intent on committing an illegal act. Wherever possible, the Administrator shall specifically indicate the circumstances under which a parent may return.
- ❖ There shall be posted at all entrances to schools, and at other appropriate places, a copy of the School District Visitation Regulations.
- ❖ All School District personnel and visitors **must** wear identification badges on outer clothing at all times.
- ❖ School staff who observe visitors without proper identification are to report that information immediately to the school office.

*Approved by Madison Parish School Board*

*December 2007*