

VISITORS IN THE SCHOOLS

The Board encourages parents and community members to visit district schools to become better informed about day-to-day operations and observe the educational process. Because schools are places of work and learning, visitors shall observe the following requirements when visiting district schools, which are created to ensure the educational environment is not disrupted:

1. Visitors shall comply with applicable state law, city ordinances, and district policy/regulations while on school property. No person shall enter school property for unlawful purposes or for purposes unauthorized by the Board. The District shall enforce state law on willful disruption of schools. The Superintendent shall make a reasonable effort to keep the public informed about district policies pertaining to visitors such as, but not limited to: drug, alcohol, and tobacco use; sexual offenders; patron grievances; and other policies designed to maintain order.
2. The solicitation of students and staff is not permitted on school property except under the terms of applicable state law and district policy (Advertising & Fundraising, Public Material Distribution).
3. Visitors shall be prohibited from videotaping and/or otherwise electronically recording district students and staff. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The Board may also create an exception to this policy for members of the press.
4. Public visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Visitors who wish to observe a classroom shall schedule their visits at least 24 hours in advance, according to administrative regulations. Visitors shall agree to follow this policy and any administrative regulations governing classroom observation prior to receiving classroom observation privileges.
5. Visitors are required to stop in the main office to sign in and receive a visitor's badge before proceeding to their intended location in a school building. Reasonable notification of sign in requirements shall be conspicuously posted at the entrance to every elementary, middle, or secondary school building within West Fargo School District.
6. Former students wanting appointments with teachers must have administrative permission.
7. Students wishing to bring a guest to school must obtain approval from an administrator one day in advance of the visit, which is limited to no more than one-half day. Students from schools in the Fargo-Moorhead metropolitan area are excluded from visiting WPS schools as student-invited guests.

Building administrators are authorized to refuse admittance to any individuals or groups into schools when they believe the visit may pose a disruption, safety risk, or otherwise interfere with the operations of the West Fargo Public School District.

Policy Violations

Individuals who violate any portion of this policy or applicable administrative regulations may receive a warning that they are in violation of a district policy/regulation and may be asked by the Superintendent, building principal, or designee to leave school property.

Visitors who are trespassing in district schools, as defined by city ordinance 12-0705 (West Fargo), 10-0320 (Fargo), 12-0505 (Harwood), and 12-0505 (Horace), may be detained by administration or a designee and referred to law enforcement.

The Superintendent, building principal, or designee shall ask admitted visitors who repeatedly violate district policy/regulations or willfully disrupt school operations to leave school property. If an individual refuses to leave when asked, school administration shall seek the assistance of law enforcement to remove the individual from school property.

Adopted: 10/13/15

Reviewed:

Revised:02/18/20

Procedures

Parents wishing to visit the classroom to observe specific academic instruction must receive approval from the building principal at least 24 hours in advance. Approval or denial of the request rests solely with the building principal, based on the purpose of the request and how it may impact classroom instruction and the safety and confidentiality of other children in that classroom. These visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum.

If you are granted permission to visit a classroom to observe specific academic instruction, you must:

- Sign in at the office to receive a nametag and be directed to the classroom.
- Remain inconspicuous and non-disruptive to the instructional process. Please refrain from engaging in conversation with the teacher or any students.
- Remember the reason for your visit. You are not there to judge the teacher's ability to teach. You are there to work with the teacher to best help your child.
- Keep information you saw or heard in the classroom confidential. Please do not record data that is considered confidential about how other children are learning or the services they are receiving.

Visiting a classroom to observe specific academic instruction is limited to one period per school day, and is restricted to parents or guardians only. If there is a need for an outside expert (counselor, legal counsel, social services, etc.) to visit the classroom for observation purposes, the parent must declare that in advance to the principal so a release of records can be signed.

The parent is always the one asked to sign this form, indicating that they have read Policy KAAA-AP, Visitors in Schools, as well as the procedures listed above. Their signature indicates agreement to the rules outlined about visitations in the classroom.

Please note that this form does not guarantee the one period of observation until signed by the principal.

REQUEST INFORMATION

Date of Visit: _____ **Time of Visit:** _____

Visitor Name: _____

Parent Signature: _____

SCHOOL ACTION ON REQUEST

Staff Member Assigned to Visitor: _____

Principal Signature: _____