

KM-R Visitors to School

10/25/12

RATIONALE/OBJECTIVE:

The Cobb County School District (District) will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus.

RULE:**A. LIMITATIONS ON WHO MAY VISIT:**

To ensure the safety and confidentiality of students, the District limits visitors to:

1. The parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian;
3. Those persons invited by the District for official business; and
4. Outside service providers who currently provide private educational or therapy services to a student.

B. PROCEDURES:**1. All Visitors:**

Upon request, the Principal or designee may, at his/her discretion, grant permission for visits by the parents/guardians of current students, other family members of current students who are approved by the student's parent/guardian, and those persons invited by the District for official business. To minimize disruption to the instructional program, visits to classrooms or programs or requests to meet with specific personnel must comply with the following guidelines:

- a. All visitors must sign-in at the school office and obtain written permission to visit any part of the school;
- b. Visits generally require notice at least 24 hours in advance;
- c. Parents/guardians may observe for up to one hour during a classroom visitation, however, individuals who are invited by the District for official business may be granted extended time periods as necessary to perform their functions at the discretion of the District;
- d. Classroom visitations are not a time for parent-teacher conferences and parents/guardians should not expect teachers to conference with them at these times;
- e. The regular school program must continue during such visits so parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means.

2. Additional Guidelines for Outside Providers:

Upon request, the Principal or designee may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines above for all visitors plus the following additional guidelines:

- a. Be currently providing educational or therapy services to the student.
- b. Present to the Principal or designee a Form KM-1 (Release of Confidential Information) signed by the parent/guardian with:
 - (1) The original to be retained in the student's special education file at the school; and
 - (2) A copy to be sent to the special education records room.

- c. Sign a Form KM-2 (Confidential Agreement) prior to conducting an observation. The Principal or designee shall collect Form KM-2 and:
 - (1) Give the original to the student's case manager to be retained in the student's special education file at the school; and
 - (2) A copy to be sent the special education records room.
- d. Have the parent/guardian coordinate the observation date and time;
- e. Limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation (the extension is at the discretion of the District); and
- f. Act in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

C. UNAUTHORIZED PERSONS ON CAMPUS:

A student or employee may not have an unauthorized visitor. When an unauthorized person enters District property:

- 1. School personnel shall warn persons trespassing to leave facilities or properties. Persons who refuse are subject to criminal prosecution under the laws of the State of Georgia.
- 2. The presence or visitation of unauthorized persons in and about District facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

D. DISRUPTION:

In accordance with state law, O.C.G.A. § 20-2-1181, it shall be unlawful for any person to disrupt or interfere in the operations of any school within the District. Any person violating this provision shall be guilty of a misdemeanor of a high and aggravated nature.

Adopted: 8/12/81

Revised: 4/13/83; 8/8/84; 5/23/91

Reclassified an Administrative Rule: 9/1/04

Revised: 12/9/04; 10/12/05; 3/23/06; 6/11/08; 4/15/09

Revised and re-coded: 10/25/12 (Previously coded as Administrative Rule KI)

Legal Reference

O.C.G.A. 20-08-0006	Reports of criminal gang activity on or adjacent to campus
O.C.G.A. 16-11-0035	Removal from campus or facility of unit of university system or school; failure to leave
O.C.G.A. 20-02-1180	Penalty for loitering on school premises or within school safety zone
O.C.G.A. 20-02-1181	Penalty for disrupting public school
O.C.G.A. 20-02-1182	Authorization to order abusive people off school premises
O.C.G.A. 20-08-0005	Law enforcement powers of school security personnel; certification; carrying of weapons/firearms