

**SOMERSET PUBLIC SCHOOLS  
SOMERSET BERKLEY REGIONAL SCHOOL DISTRICT**

**File: KI**

**SCHOOL VISITOR POLICY**

The School Committee welcomes parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

While the Somerset & Somerset Berkley Schools encourage the involvement of parents and community members in the education of district students, Somerset & Somerset Berkley have a duty to ensure that the educational process is not unnecessarily disrupted, as well as to protect the safety and confidentiality of its students. As a result, certain rules and procedures must be followed to ensure that visits are not harmful to the students or the educational process.

Parents, guardians, and caretakers will be allowed to enter school buildings for quick visits for the purpose of dismissing a student, bringing in medications, dropping off forgotten lunches, gym clothes, etc. Such "quick visits" need not be prearranged; however, such visitors may not be allowed beyond the main office, depending on circumstances.

Visitors will be allowed to enter school buildings for purposes of prearranged meetings, visits, or classroom/student observations. The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations by the parent or an outside evaluator will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least two business days in advance to allow for proper arrangements to be made. A "School Visitor Observation Request Form" should be used for this request and to assist with meaningful planning to make the visit productive.
  
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.

3. For security purposes, all visitors shall report to the Main Office upon entering and leaving the building and sign a guest log and obtain a visitor/s pass which must be worn at all times. Arrival and departure times must be completed.

4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June as well as during MCAS administration weeks.

5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff one business day in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

6. Visitors will be supported by school staff during the school and classroom visit. They will be taken to the various locations they would like to observe they may or may not be accompanied throughout the whole visit.

If you have any questions about this policy, please contact the principal or the Special Education Director.

*Revised by the Somerset School Committee January 6, 2020*

*Revised by the Somerset Berkley Regional School Committee February 6, 2020*

**AGREEMENT TO MAINTAIN STUDENT CONFIDENTIALITY  
DURING SCHOOL VISITS**

I, \_\_\_\_\_, agree that if I observe personally  
identifiable or confidential information of any student during the course  
of my visit to \_\_\_\_\_ during \_\_\_\_\_,  
(school name) (school year)

I will not disclose it and will maintain the confidential nature of this  
information.

No photos or videos may be taken without permission of the building  
principal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature