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| Book | District Policy |
| Section | K - General Public Relations |
| Title | Visitors to School |
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The School System 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. For purposes of this policy, staff and Board members of Fulton County Schools are not considered visitors although they must sign-in at the school office and wear visible school system identification at all times while in a school.

A. Limitations on Who May Visit

To ensure the safety and confidentiality of students, the System 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 System for official business; which may include delegations of students participating in out-of-system visits, and outside service providers who currently provide private educational or therapy services to a student (See Policy ML, Professional Visitors and Observers.)

B. Provisions for All Visitors

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:

1. All visitors must sign-in at the school office and obtain written permission to visit any part of the school;
2. Visits generally require notice at least 24 hours in advance;
3. Parents/guardians may observe for up to one hour during a classroom visitation, however, individuals who are invited by the System for official business may be granted extended time periods as necessary to perform their functions at the discretion of the System;
4. Classroom visitations are not a time for parent-teacher conferences and parents/guardians should not expect teachers to conference with them at these times;
5. 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.
6. Parents/guardians/visitors, upon request, may be provided the original copies of identification documentation provided to the school at the time of their departure.

C. Additional Guidelines for Student Participants in Out-of-System Visits

1. Visiting students are permitted as participants in out-of-system visits to Fulton County Schools.

Visiting students are defined as students who are:

- Participating in a short term visit to a Fulton County School for official school business;

- Not enrolled in a Fulton County School;
- Members of an official delegation accompanied by supervisory teachers.

2. All out-of-system visits must be approved by the Principal and Area Superintendent.
3. Student visits associated with out-of-system exchanges to a Fulton County School may not exceed ten school days unless approved in advance by the Area Superintendent or designee.
4. All student participants in out-of-system visits must be accompanied by teachers employed by the school in which they are enrolled. Delegations may not exceed an 8:1 student to teacher ratio for elementary schools and a 12:1 student to teacher ratio for middle and high schools.
5. Teachers accompanying student groups are responsible for supervision of the visiting students.
6. All visiting students are required to comply with the Fulton County Schools Code of Conduct and Discipline Handbook (See Policy and Operating Guideline JD – Code of Conduct for additional detail).
7. All students must complete the following prior to the visit:
 - a. Out-of-System Visit form
 - b. Publicity Release
8. All supervisory teachers and chaperones must complete the following prior to the visit:
 - a. Volunteer Safety Information Form
9. All participants in an out-of-system visit must wear a Visitor Identification badge at all times while on site at a Fulton County School.

D. 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:

1. Be currently providing educational or therapy services to the student;
2. Present to the Principal or designee an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian;
3. Have the parent/guardian coordinate the observation date and time;
4. 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 System); and
5. 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.

E. Unauthorized Persons on Campus

A student or employee may not have an unauthorized visitor. When an unauthorized person enters System 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 System facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

F. Disruption

O.C.G.A. § 20-2-1181 prohibits conduct which disrupts a school. O.C.G.A. § 20-2-1182 prohibits parents from upbraiding, insulting or abusing public school employees in the presence of pupils. Disruptive individuals may be immediately removed from campus and restrictions may be placed on their presence on school grounds in the future.

G. Court Orders

Court orders may change these provisions and modify whether a person is permitted to be on school property at a particular time.

H. Recordings

Recordings of students and staff are not permitted except in compliance with Operating Guideline IFBGD, Monitoring and Video Recording. Visitors who violate these Guidelines may have restrictions placed on their presence in schools.

Cross References: ML - Professional Visitors and Observers Policy [Link to Policy](#)

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