

**VISITS TO THE SCHOOLS**

Visitors are encouraged and welcome to observe the schools and programs of the Humboldt County Office of Education. In order to facilitate visits and to ensure the smooth and orderly conduct of the educational program for all students, the following administrative regulations are to be observed by school staff and classroom visitors.

The Superintendent's designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Registration Procedure

In order to register, visitors shall, upon request, furnish the principal or designee with the following information:

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration to "Outsiders"

An "outsider" is anyone who is not a student of the school, a parent/guardian of a student at the school, an Office of Education employee or Board of Education Trustee, public employee whose employment requires him or her to be on school grounds or any person who is on school grounds at the request of the school, a representative of a school employee organization who is engaged in activities related to the representation of school employees, an elected public official, a member of the news media, or other persons listed in Penal Code 627.1.

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The

principal or designee may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff.

2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment.

### Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent of Schools or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent of Schools or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request.

### **Guidelines for Visits to Specific Schools and Programs**

#### Visitations to Community School Programs

1. Classroom visits should be scheduled and arranged through the classroom teacher at least one day in advance.
2. Visitors shall clearly state the purpose of their visit at the time of scheduling.
3. Visits shall be limited to a reasonable number per year and each visit shall be a reasonable duration.
4. Upon arrival at the school, visitors shall register as instructed.
5. Teachers shall schedule time to answer questions from visitors.
6. Visitors are reminded that interaction with staff and students is to be kept to a minimum during the visit in order to assure the least distraction and interference with classroom activities and/or individual educational plans.

Visitations to Glen Paul School

Due to the uniqueness of the Glen Paul School and the needs of the students in attendance, visitors and staff will be required to adhere to the following procedures in order to ensure that there will be no disruption in the educational program.

1. Classroom and site visits shall be arranged through the school secretary, and tours of the facility by groups or individuals must be approved by the site principal.
2. Visitors shall clearly state the purpose of their visit and the time of scheduling.
3. Visits shall be scheduled at least one day in advance.
4. Visits are to be limited in duration and shall not exceed one hour unless by special prior arrangement.
5. Only one visitor at a time may observe in a classroom unless special arrangements are made.
6. Upon arrival at the school, visitors shall register at the office.
7. When unforeseen circumstances arise that would make a previously arranged visitation unwise, the teacher may request a rescheduling of the visit for a later time and/or date. Circumstances that might necessitate a rescheduling would include those occasions when a classroom visitation might cause severe anxiety to a student, disrupt behavior plans, or potentially threaten the safety or well being of students.
8. Teachers shall schedule time to answer questions from visitors.
9. Visitors are reminded that interaction with staff and students is to be kept to a minimum during the visit in order to assure the least distraction and interference with classroom activities and/or individual educational plans.
10. Photo may be approved with appropriate authorization from parents or guardians and the site principal; however, audio or visual taping of students is prohibited.

Visitations to Regional Special Day Classes

1. Classroom visits should be scheduled and arranged through the classroom teacher at least one day in advance.
2. Visitors shall clearly state the purpose of their visit at the time of scheduling.

3. Visits shall be limited to a reasonable number per year and each visit shall be a reasonable duration.
4. Upon arrival at the school site, visitors shall register at the office, following the procedures established by the school.
5. Teachers shall schedule time to answer questions from visitors.
6. Visitors are reminded that interaction with staff and students is to be kept to a minimum during the visit in order to assure the least distraction and interference with classroom activities and/or individual educational plans.
7. Visits are to be limited in duration and shall not exceed one hour unless by special prior arrangement.
8. Only one visitor at a time may observe in a classroom unless special arrangements are made.
9. When unforeseen circumstances arise that would make a previously arranged visitation unwise, the teacher may request a rescheduling of the visit for a later time and/or date. Circumstances that might necessitate a rescheduling would include those occasions when a classroom visitation might cause severe anxiety to a student, disrupt behavior plans, or potentially threaten the safety or well being of student.
10. Photo may be approved with appropriate authorization from parents or guardians and the site principal; however, audio or visual taping of students is prohibited.

#### Visitations to ROP Classes

When an ROP class is located on a school district site, all visitors to ROP classes shall follow the established rules and regulations of the home school. In addition, visitors must make arrangements with the instructor, preferably one day in advance of the desired visitation.

For ROP classes that are not located on a school site, visitors will be required to register upon arrival. In addition:

1. Classroom visits should be scheduled and arranged through the classroom teacher at least one day in advance.
2. Visitors shall clearly state the purpose of their visit at the time of scheduling.
3. Visits shall be limited to a reasonable number per year and each visit shall be a reasonable duration.

4. Teachers shall schedule time to answer questions from visitors.
5. Visitors are reminded that interaction with staff and students is to be kept to a minimum during the visit in order to assure the least distraction and interference with classroom activities and/or individual educational plans.