

REGULATION
Visitors to School

Descriptor Term: KM-R(1)
Date: XXXXXX XX, 2024

Rationale/Objective:

The Bibb County School District ("District") will make reasonable efforts to accommodate parent/guardian requests to visit a school or a school-sponsored event or activity. However, the District 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 or made unsafe by the presence of visitors on campus.

For information concerning professional visitors and observers, see Policy ML, Professional Visitors and Observers.

Rule:

A. Limitations on Who May Visit

1. To ensure the safety and confidentiality of students, the District limits visitors to:
 - a. The parents/guardians of current students;
 - b. Other family members of current students who are approved by the student's parent/guardian; and
 - c. Those persons invited by the District for official business.
2. Parent or guardian visitation may also be limited by means of a court order, including but not limited to a parenting plan. The District will abide by all directives and orders from a court.
3. Visitors may also be limited when the District is addressing safety concerns and other health emergencies. In such situations, the Superintendent or his or her designee may implement stricter procedures limiting visitors on school campus or at a school-sponsored event or activity.

B. Procedures to Visit Schools

1. All visitors must first report to the school office. Visitors will sign in and out in the main office according to school procedures.
2. Visitors will be asked to provide a picture identification and provide a reason for their presence at the school. Visitors may also be asked to wear a visitor badge.

3. Any time when the school is in official session, the principal or designee may ask any visitor to explain his or her presence in the school building.
4. 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.
5. To minimize disruption to the instructional program, visits to classrooms or programs, or requests to meet with specific personnel, must comply with the following:
 - a. All visitors must 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 thirty minutes 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; and
 - 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.

C. Unauthorized Persons on School Campus, School Bus, School Bus Stop or a School-Sponsored Event or Activity

1. A student or employee may not have an unauthorized visitor on school campus or at a school-sponsored event or activity.
2. Students under a suspension or expulsion discipline order will not be allowed to visit school campus, school bus, school bus stop or a school-sponsored event or activity during the period of suspension or expulsion, unless school administration authorizes such visit.
3. Employees under investigation for violation of a District policy or procedure may be directed not to enter school property, a school bus, a school bus stop or a school-sponsored event or activity, unless specific authorization is obtained from the Superintendent or his or her designee.

4. When an unauthorized person enters a school campus, school bus, school bus stop or a school-sponsored event or activity, District personnel will comply with Policy KMA, Trespassing, and KMA-R.

D. Disruption

1. 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.
2. If a visitor or other person causes a disruption, District personnel will comply with Policy KMA, Trespassing, and KMA-R.