

Regulation ML-R(1): Professional Visitors and Observers

Status: ADOPTED

Original Adopted Date: 12/16/2021 | Last Reviewed Date: 12/16/2021

A. PROFESSIONAL VISITOR AND OBSERVER GUIDELINES:

1. School administrators must have approval from the Superintendent or designee prior to allowing professional visitors or observers into the school.
2. To minimize disruption to the instructional program, professional visitors and observers must comply with the following:
 - a. Professional visitors and observers must sign in at the school office and obtain written permission to visit any part of the school. Professional visitors are also expected to sign out at the conclusion of the visit;
 - b. A designated meeting area will be determined by school administration. Professional visitors must remain in the designated area and are not to visit any other parts of the building;
 - c. Visits are by appointment only and should be scheduled at least one (1) week in advance;
 - d. Professional visitors and observers must limit the visit to one (1) hour unless an extended time period has been granted in advance of the scheduled session (approval of the extension is at the discretion of the Bibb County School District ("District"));
 - e. The regular school program must continue during such visits. Professional visitors and observers must refrain from engaging the attention of the teacher or students through conversation or other means; and
 - f. Professional visitors and observers must comply with Policy KM and Regulation KM-R(1) (Visitors to School).

B. OUTSIDE PROVIDERS

1. 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 for the purpose of observing the student in the instructional environment.
2. All above rules for professional visitors and observers to school apply equally to outside providers.
3. The parent/guardian of the student must work with the school principal or his/her designee to coordinate the observation date and time.
4. Outside service providers currently must be providing educational or therapy services to the observed student.
5. Outside service providers must maintain confidentiality of student information, and shall present the principal or designee a Release of Confidential Information form signed by the parent/guardian. The original shall be maintained as an education record of the student who is the subject of the observation.
6. Prior to conducting an observation, outside providers must sign a Confidentiality Agreement, as set out in Regulation ML-R(2). The original shall be maintained as an education record of the student who is the subject of the observation.
7. Observations are limited to one (1) hour unless an extended time period has been granted in advance of the scheduled observation (the extension is at the discretion of the principal).

C. REVOCATION/LIMITATION OF ACCESS:

The principal or designee is authorized to revoke permission to the professional visitors and observers at his/her discretion for causes including, but not limited to, the professional visitor's or observer's presence becoming a disruption to the educational environment. The principal or designee is also authorized to limit the time a professional visitor or observer is allowed in a school or classroom if such limitation is in the best interest of the students.

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.
