

# **GUIDELINES FOR SCHOOL VISITATION BY INDEPENDENT EDUCATIONAL EVALUATORS or QUALIFIED EVALUATORS AND PARENTS/GUARDIANS PURSUANT TO SECTION 14-8.02 (g-5) OF THE SCHOOL CODE**

**Thank you for your request to visit or observe our program or classroom. We appreciate your interest and look forward to your visit. District 127 welcomes parent, independent educational evaluator or qualified professional visits to our programs and classrooms consistent with Section 14-8.02 (g-5) of the *School Code*. D127 expects mutual respect, civility, and orderly conduct from all visitors to its school programs and its staff.**

**To preserve the integrity of the learning environment, student and staff safety and protect students' rights to confidentiality, we ask that you adhere to the following guidelines:**

1. **Notice and Scheduling.** Any person seeking to visit or observe a District 127 program or classroom for the purpose of conducting an independent educational evaluation, or to participate fully and effectively with school personnel in the development of appropriate educational and related services for an individual student, should contact the appropriate administrator/principal at least seven (7) days before the requested visit. At that time, please provide in writing the name(s) of the visitor, the purpose of the visit, their role in the student's education, their intent to use any form of recording (audio or video taping or photography) and the approximate duration of the visit. Evaluators or qualified professionals seeking to visit or observe a D127 class or program or interview D127 personnel must provide consent from the parent/guardian for the evaluation and for D127 to release confidential student records consistent with Paragraph 4 of these Guidelines. Upon receipt, the administrator/principal will contact you to schedule the observation for a mutually agreeable time and review these visitor observation guidelines with you. The administrator/principal will provide you with written confirmation of the date/time of the visitation and provide a copy of these Guidelines.

D127 believes that observations by an individual for a specific student should be limited to once per academic semester per student in order to avoid disruption of the learning environment. D127 does not permit multiple visitors/observers in a classroom at the same time. A person seeking additional observations or visitation during an academic semester should contact the administrator/principal and explain the circumstances requiring additional visits/observations. The D127 administrator/principal shall respond to such requests in writing.

Observations will not be allowed during;

- a. the first two and last two weeks of the school year,
- b. the day before a holiday, or
- c. the week proceeding and during any standardized testing period.

Visitors may not photograph or video or audio tape without the prior written consent of D127. Visitors or observers are asked to not bring cell or "smart" phones into the building during the time of visitation.

2. **Day of Observation/Visitation**

On the day of the scheduled observation:

- a. Report to the school office with the written confirmation of the visit and receive permission to be on school property;
- b. Report to security, show identification, submit to background check, and wear a visitor's badge;
- c. Check out at the school office with security when leaving the premises.

An administrator or other D127 personnel will also attend the observation/visitation.

3. **Duration of Observation.** It is vital that visits or observations be done quietly and not interfere with the ongoing activities in the classroom, thus we ask that visitors recognize that:
  - a. Observations are expected to be no more than one class period in length. If a visitor desires a longer observation time, the visitor should so request in advance from the administrator/principal and explain in writing the circumstances requiring a longer observation. The D127 administrator/principal shall respond to the request in writing.
  - b. During a visitation by anyone other than an independent educational evaluator or qualified professional, the visitor shall not interact with any student, the classroom teacher or other school personnel in the classroom or otherwise, in any way, disrupt the educational process.
4. **Independent Educational Evaluations.** D127 welcomes visits by independent educational evaluators or qualified professionals for the purpose of conducting an evaluation of a student, the student's performance, the student's current educational program or any program, placement or services proposed for the student. Similarly, D127 affords reasonable access by such persons to conduct interviews of D127 personnel as part of that person's evaluation of the student. All independent educational evaluators or qualified professionals must comply with all provisions of these Guidelines as well as this section.

Independent educational evaluators or qualified professionals may request to interview D127 personnel as part of their evaluation or assessment of a student. Such a request should be made in writing and state the rationale for the request and how the D127 employee has information relevant to the student's current or proposed educational service, program or placement. Such interviews shall be scheduled by the administrator/principal at a mutually agreeable date and time that do not interfere with the school employee's duties. D127 limits such employee interviews to one per employee not to last longer than thirty minutes. If an evaluator or qualified professional desires additional interview sessions or increased time they should make such request in writing stating the circumstances supporting the request to the administrator/principal. The administrator/principal shall respond to such request in writing.

Only D127 personnel with information relevant to the student's current or proposed educational program may be interviewed

The evaluator or qualified professional must provide D127 in advance written documentation of the parent/guardian's consent to the evaluation and a signed, legally valid, authorization granting D127 permission to release confidential student information to the evaluator or other qualified professional unless D127 already has been provided such documentation.

5. **Disruptive or Non-Compliant Visitors.** The Building administrator will ask disruptive visitors or visitors failing to comply with these Guidelines to leave the school building. If the visitor refuses, the Building administrator shall contact local law enforcement. Failure to abide by these guidelines may result in denial of future requests for observations or visitation by such person. D127 may terminate the visit at any time for violation of these Guidelines or due to other reasonable cause.
6. **Privacy.** All visitors shall comply with the student privacy requirements of state and federal law. As noted above, all audio or video taping or photography are prohibited except with prior written consent from D127.