



Book	CCPS Policies and Regulations
Section	K - School Community Relations
Title	VISITORS TO CLASSROOMS
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## **VISITORS TO CLASSROOMS**

CCPS must ensure minimal interruption of the learning environment of students and protect the rights, safety, and welfare of students and staff. Since schools are a place of work and learning, certain limits must be set for visitations.

- Visitations to schools will be approved by the principal/designee based upon consideration of student/staff safety, the purpose of the visit, and availability of staff to accompany the visitor.
- A visit by a family member other than the parent/guardian requires parent/guardian consent.
- Upon arrival, all visitors to the Cecil County Public Schools must report to the school office to register and obtain a visitor's badge. The visitors will be accompanied to individual rooms by the principal or his/her designee.
- Visitations are limited to two times per marking period with a time limit of 45 minutes per visit.
- In order to protect the privacy of other students, and in order to maintain a proper learning environment, visitors may not use any audio or visual recording devices at any time during the visitation and must turn off all cell phones/electronic devices.
- Visitors must find alternative arrangements for siblings/children under their care during the time of the visit.
- Visitors must refrain from communicating with the students or adults in the classroom.
- Visitors will not evaluate the teacher.
- Upon departure, all visitors to the Cecil County Public Schools must report to the office to sign out and return the visitor's badge.

Visitors other than parents/guardians must also adhere to the previous guidelines. In addition:

- Each visitation must be arranged at least two days in advance with the principal/designee so that class disruption may be kept to a minimum.
- Principal/designee must have a signed release from the parent of the student being observed authorizing the number of visits agreed upon, record reviews, and discussion with staff.
- Visitors other than parents will be accompanied by a building administrator, designee, and/or a member of the Department of Special Education.