

Visitation Policy

General Statement

Schools are places of work and learning, visitors shall observe the following requirements when visiting district schools, which are created to ensure the educational environment is not disrupted:

1. Visitors shall comply with applicable state law and district policy/regulations while on school property. No person shall enter school property for unlawful purposes or for purposes unauthorized by the Fargo Public Schools. The District shall enforce state law on willful disruption of schools. The Superintendent shall make a reasonable effort to keep the public informed about district policies pertaining to visitors such as, but not limited to: drug, alcohol, and tobacco use; sexual offenders; patron grievances; and other policies designed to maintain order.
2. Solicitors are not permitted on school property except under the terms of the district's solicitation policy and fundraising policy.
3. Visitors shall be prohibited from electronically recording district students and staff. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The Fargo Public Schools may create an exception to this policy for members of the press (see AP 7320 Relations with the News Media).
4. Public visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Parents and guardians who wish to observe a classroom shall schedule their visits in advance according to administrative regulations. Parents and guardians shall agree to follow this policy and any administrative regulations governing classroom observation prior to receiving classroom observation privileges.

Admittance

Public schools, as public institutions, must provide a safe environment for students, staff, parents and visitors. Rules and regulations shall be established for the admission and regulation of visitors and others that enter school property. Nothing in the rules and regulations shall be construed to permit or authorize the restriction of freedom of speech, peaceful assembly or the rights and responsibilities of students, staff, parents and other citizens as guaranteed under law. Building principals are responsible for the protection and safekeeping of students, staff, buildings and grounds.

In accordance with City Ordinance No. 10-0320 persons, other than members and employees of the Fargo Board of Education, or FPS students registered for that specific building, who enter a school building while regularly scheduled classes are in session, shall first register at the main office of the school; failure to do so is considered an infraction and subject to fine in accordance with city policy. Reasonable notification of this requirement shall be conspicuously posted at the entrance of each school building.

At Fargo Public School elementary and middle schools, visitors are provided access into the building through a call in/buzzer system at the building's main entry. Once allowed access by the building staff, visitors must directly report to the office to register. Visitors to the high

schools must check in with the security station posted at the main entrance. Principals have the right to lock access doors into a school building in order to protect the safety of students so long as exits are operable in case of an emergency.

The following actions are specifically prohibited:

- Willful damage to property
- Willful disruptions of the orderly conduct of classes or any other school program or activity
- Willful interference with the lawful and authorized activities of members of the school community such as students, staff or parent organizations
- Entry upon school property or property being used by the school for any purpose other than its authorized use
- The illegal or unauthorized possession on school property or property being used by the school, of narcotics, dangerous drugs or dangerous weapons

Principals or their representative shall request any persons violating these regulations to leave the school property or property being used by the school, by persuasion and without the use of force. If unsuccessful, they shall request the aid of the Fargo Police Department and notify the Superintendent.

Visitor Regulations

Since schools are a place of work and learning, certain limits apply to visits. For these reasons, the following regulations apply to visitors to the school:

1. Anyone who is not a staff member, consultant, volunteer, public/government official, or student of the school will be termed a "visitor."
2. Any visitor to the school must report to the office of the principal upon arrival at the school. Visitors will be required to sign-in upon arrival and sign-out before exiting the school.
3. All visitors will be required to wear a visitor name badge during the visitation period.
4. Young children may accompany a parent or guardian for day-to-day purposes (e.g., pick up/drop off, stopping into the office, etc.). However young children may not be brought along for classroom observations without administrative approval.
5. Teachers are not expected to take class time to discuss individual matters with visitors.
6. Staff members may receive visitors in the staff lounge during a duty-free lunch or after work hours but otherwise not during the school day.
7. Students will not be permitted to bring siblings or out of town visitors to school who are not enrolled in the District except for special programs specified by the teacher.

Parent/Guardian Visitation

Fargo Public Schools recognizes the central role parent(s)/guardian(s) play in the education of their children, and supports active parent(s)/guardian(s) involvement in the educational process.

Parent(s)/Guardian(s) are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment parent(s)/guardian(s) are also encouraged to come to planned conferences, school open houses, and visitation days.

Parent(s)/Guardian(s) may also visit their child's school on other days, subject to the approval of school administration and the following guidelines. Parent(s)/Guardian(s) are asked to understand the District's responsibility to safeguard the learning environment for all students and be sensitive to the disruption that can be caused by having strangers frequently observe and place demands of teacher time. Fargo Public Schools also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitation by one parent/guardian does not allow that parents/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

The district adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visits are subject to the approval of the school Principal, who is charged by the District with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parent(s)/Guardian(s) desiring to visit the school shall make a request in writing to the Principal no later than 2 days prior to the date of the visit. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. Parent(s)/Guardian(s) are required to check in at the school office prior to the site visit, and to follow individual school procedures for visitor signing-in, passes, escorts, etc.
4. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher. Parent(s)/Guardian(s) are to meet with the principal prior to visiting the school to determine the amount of time the Parent(s)/Guardian(s) will be at the site.
5. Except on special open house or visitation days arranged by the Superintendent or Principal, no more than 2 visitors shall be permitted in the classroom on any given day.
6. To protect the privacy of other students, the parent(s)/guardian(s) of a student are limited to 2 school visits per semester and agree to keep any information gained on the behavior of performance of other students strictly confidential.
7. Parent(s)/Guardian(s) must sign the Visitation/Observation Agreement for student confidentiality purposes.
8. Visitation shall not be allowed during tests or other student summative examination/evaluation.
9. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parent(s)/guardian(s) are to refrain from using classroom observations for impromptu parent/guardian-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish(es) to discuss their child's educational progress. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parent(s)/guardian(s).
10. Parent(s)/Guardian(s) visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum.

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

Visitation/Observation by an Outside Agency

Fargo Public Schools recognizes that at times it may be necessary for a professional from an outside agency to observe a student in the academic setting to aide in supporting the student's success across settings. Visitors, for the purpose of student observation, shall follow all policy stipulations for visitors as listed under Visitor Regulations along with the following regulations:

1. A student observation is subject to the approval of the school Principal, who is charged by the District with the responsibility of guaranteeing the learning environment and privacy of students.
2. The observer, representing either a medical or therapy related organization, must first work with student's parent and/or legal guardian to obtain written permission to complete an observation.
3. The parent and/or legal guardian desiring to arrange for an outside agency to observe their child shall make a request in writing to the Principal a minimum of 2 school days prior to the date of the requested visit. The observer must submit a release of information form signed by the student's parent/guardian in order to be considered for approval. The Principal should consult with the teacher and respond to the requester in a timely manner.
4. Visitors are required to check in at the school office prior to the start of the class/subject area that they wish to observe, and to follow individual school procedures for visitor signing-in, passes, escorts, etc.
5. The observer in the classroom is there as a guest and is asked to behave as a quiet observer of classroom activities, unless specifically requested otherwise by the classroom teacher. The observer is to meet with the principal prior to visiting the school to determine the amount of time the observer will be visiting the classroom(s).
6. To protect the privacy of other students, an observer is limited to 2 school visits per, and the observer agrees to keep any information gained on the behavior of performance of other students strictly confidential. Observers must sign the Visitation/Observation Agreement for student confidentiality purposes.
7. Observations shall not be allowed during tests or other student examination/evaluation.

Independent Educational Evaluations

Visitations that fulfill the requirements of an Independent Educational Evaluations (IEEs), as part of the IEP process, will be considered separately from the visitation policy on an individual basis.

Policy Violations

Individuals who violate any portion of this policy or applicable administrative regulations shall receive a warning (either written or verbal) that they are in violation of a district policy/regulation and may be asked by the Superintendent, building principal, or designee to leave school property. The Superintendent, building principal, or designee shall ask visitors who repeatedly violate district policy/regulations or willfully disrupt school operations to leave school property. If an individual refuses to leave when asked, school administration shall seek the assistance of law enforcement to remove the individual from school property.

The provisions of this policy will published in the appropriate handbook(s) and on the FPS website. Copies will be provided to visitors.

Reviewed 10/2008
Revised 7/2015
Revised 8/2017
Reviewed 7/2018
Revised 9/2022

Visitation/Observation Agreement

This Agreement concerns the entry of a parent(s)/guardian(s)/observer(s) into an elementary, middle, or high school site for visitation or observation.

The undersigned, by virtue of the permission granted by Fargo Public School District No.1 to enter said public school building for the purpose of visitation or observation, hereby agrees to keep strictly confidential any information gained on the behavior or performance of other students that are observed while in the classroom. Under no event shall any information regarding performance of other students observed in the classroom be released to any other party without the express written permission of Fargo Public School District No. 1.

Name: _____ Date: _____

Signature: _____

Principal Signature: _____

OFFICE USE ONLY:

Received Date: _____

Approved: Yes No

Visitation Date: _____

Classroom Visited: _____

AUTHORIZATION TO RELEASE INFORMATION

Privacy Statement: Disclosure of social security is voluntary and is requested for the purpose of accurate identification. Failure to disclose the social security number will not affect the disclosure of other information.

INSTRUCTIONS: Provide information as it existed when the service was provided.

Name of Student: <i>(Last, First, Middle Initial)</i>	Social Security Number:	Date of Birth:	
Street Address:	City:	State:	Zip Code:

I, the undersigned hereby request and authorize: **Fargo Public Schools Staff** to Release and/or collect relevant information through written and/or verbal communication of the client named above to:

<p>Name of Person/Organization: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone Number: _____</p> <p>The following information is requested:</p> <p><input type="checkbox"/> Educational Records _____</p> <p><input type="checkbox"/> Medical Records _____</p> <p><input type="checkbox"/> Addiction Evaluations/ Progress Reports/Treatment Plans & Recommendations</p> <p><input type="checkbox"/> Mental Health Assessments, treatment goals, outcomes, progress reports, diagnosis, and recommendations</p> <p><input type="checkbox"/> Legal Status/Court Orders</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>This authorization to disclose information remains in effect until: <i>(list date)</i> _____</p> <p>This information will be used for: <input type="checkbox"/> Care Coordination and/or Other: _____</p>
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CONSENT: *This authorization is voluntary and remains in effect until the above date or event, unless specifically revoked by written notice to the agency or person. Refer to the Notice of Privacy Practices for further description of revocation rights. Any information disclosed prior to written revocation of this authorization shall not be a breach of confidentiality. A photocopy of this authorization is as effective as the original. Unless otherwise agreed in writing, information may be disclosed under this authorization in any form or medium, including oral, written, or electronic transmission. I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment or payment or my eligibility for benefits except as permitted by law. Health Information Directive: I authorize the use and disclosure of my individually identifiable health information as described above, and I understand that if the person or organization I authorize to receive the information is not a health plan or healthcare provider, the released information may no longer be protected by federal privacy regulations and could be re-disclosed. I understand that my health care and payment for my health care will not be affected if I do not sign this form.*

Signature of Student <i>(if 18 years of age or older):</i>	Date:
Signature of Parent/Guardian or Custodian, and Relationship:	Date:
Signature of Witness <i>(if needed):</i>	Date:

CHECK IF APPLICABLE-NOTICE, TO WHOMEVER DISCLOSURE IS MADE, CONCERNING ADDICTION RECORDS
This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written authorization of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the disclosure of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

NOTICE: Except for information subject to 42CFR Part 2, information disclosed to another entity may potentially be re-disclosed, in which case it may not be protected by state or federal law.

DISTRIBUTION: To Agency/person from whom information is sought Requesting Agency Student Other: _____