

Visitation Policy

General Statement

The Fargo Public School District (“District”) must provide a safe environment for students and staff. In order to ensure District property remains safe places for work and learning, all visitors shall observe the following requirements when visiting District property, which are created to ensure the educational environment remains safe and is not disrupted:

1. Visitors shall comply with applicable state and federal law and District policies while on school property. No person shall enter school property for unlawful purposes or for purposes unauthorized by the District. The District shall enforce state law on the disruption of schools.
2. Solicitors are not permitted on District 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 District 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 District policy. Parents and guardians shall agree to follow this policy and any administrative regulations governing classroom observation prior to receiving classroom observation privileges.

Admittance

In accordance with City Ordinance No. 10-0320 persons, other than members and employees of the Fargo Board of Education, or 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 District 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 to the elementary and middle schools must directly report to the office to register. Visitors at District high schools must check in with the security station posted at the entrance. Campus administrators are responsible for the protection and safekeeping of students, staff, buildings and grounds. Administrators 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.

School Property Definition and Access

The definition of "school property" as used in this policy shall be the same as N.D.C.C. 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity. As used in this policy, land within the perimeter of school

site includes all District playgrounds and green spaces and district-operated vehicles include school buses and vehicles operated for the transportation of District students. This policy shall apply equally to all areas, including:

1. Use of Outdoor Spaces
Use of land within the perimeter of the school site, including playgrounds and green spaces, is required for use of the District during normal business operations. Only individuals who have complied with all visitor protocols are allowed access to these areas during school hours.
2. Bus Entry
Parents or guardians are only permitted on school buses if the bus driver invites them on to assist their child. All other entry on school buses is prohibited without prior authorization.

These requirements are designed to ensure the safety and privacy of students and staff.

Prohibited Actions

The following actions are specifically prohibited:

- Damage to property.
- Disruptions of the orderly conduct of classes or any other school program or activity.
- 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 of narcotics, dangerous drugs, or dangerous weapons on school property.

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, 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

Parents and guardians may visit their child's school, subject to the approval of school administration and the following guidelines. Fargo Public Schools 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 parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

The district adopts the following regulations for parents and guardians visitations:

1. All parent and guardian visits are subject to the approval of the Principal, who is charged by the District with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parents and guardians 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 parents and guardians in a timely manner.
3. Parents and Guardians 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. Parents and guardians 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. Parents and guardians are to meet with the principal prior to visiting the school to determine the amount of time the parent or guardians 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 parents and guardians 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. Parents and guardians 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 parents and guardians 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 parents and guardians 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 parents and guardians.
10. Parent and guardian visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum.

Parents and guardians 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

The District 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.
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 either written or verbal notice 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 District website. Copies will be provided to visitors.

Reviewed 10/2008
Revised 7/2015
Revised 8/2017
Reviewed 7/2018
Revised 9/2022
Revised 6/2025
Revised 6/2026

Visitation/Observation Agreement

This Agreement concerns the entry of a parent, guardian, or 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 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 circumstance 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.

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:

Name of Person/Organization: _____
Address: _____
City/State/Zip: _____
Phone Number: _____
The following information is requested: ☐ Educational Records _____ ☐ Medical Records _____ ☐ Addiction Evaluations/ Progress Reports/Treatment Plans & Recommendations ☐ Mental Health Assessments, treatment goals, outcomes, progress reports, diagnosis, and recommendations ☐ Legal Status/Court Orders ☐ Other: _____ ☐ Other: _____
This authorization to disclose information remains in effect until: <i>(list date)</i> _____
This information will be used for: ☐ Care Coordination and/or Other: _____

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 <i>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.</i>	

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: _____