



Administrative Guidelines

Department: Special Services (DSS)

Policy: KM

Topic: General Public Relations

Revised: March 2020

PROCEDURE

The following guidelines outline district and school-level procedures for requests related to school visit and observations. They additionally apply to disruption of school by non-student and non-employee visitors. All visitors to District schools, including Outside Visitor Observers, are subject to all district policies regarding visitation and confidentiality of student education records, as well as state law and federal law protecting student confidentiality, which includes but is not limited to FERPA and IDEA. Marietta City Schools will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of students.

Any outside visitor request initiated by the school should be proceeded with a referral to MTSS for the concerning issue. For example, a student is found to be engaging in self-harming activities such as cutting. The school counselor determines that an agency referral needs to be made to support the student during the school day. This student should be referred to MTSS, prior to the referral to the outside agency.

A. Limitations on Who May Visit.

To ensure the safety and confidentiality of students, the district limits visitors to:

1. The parents/guardians of current students;
2. Other family members of current students who are identified by the student's parent/guardian and approved at the discretion of school administration;
3. Those persons invited by the district for official business, which may include but is not limited to contractors or volunteers;
4. Emergency services personnel, firefighters, law enforcement and first responders;
5. Outside observers/service providers for observation or services related to Section 504 or IDEA . Administrators should consult with the Assistant Superintendent of Special Services regarding such access requests, which must be initiated by school or parent;

Outside observations by Department of Family and Children Services. Administration should consult with the Executive Director of Academic Programs regarding any requested observations prior to providing access

B. Provisions for All Visitors

To minimize disruption to the instructional day/program, any visits to classrooms/programs or requests to meet with specific personnel must comply with the following guidelines:

1. All visits must be approved by administration;
2. Visits generally require notice at least 24 hours in advance
3. All visitors must sign-in at the school main office and obtain permission to visit any part of the school
4. Upon a visitor's first entry to a school, each visitor presents a government-issued ID which is handed to a Marietta City Schools main office employee for visual verification and then scanned into the schools Raptor Visitor Management system. The government-issued ID should be returned to the visitor immediately.
5. All school visitors must always wear a Visitor Identification Badge while on site.
6. Classroom observations are limited to 45 minutes. Requests for extended time periods will be considered from outside observers/service providers at the discretion of the district. Observers/providers requesting additional time may be asked to articulate the specific reason that additional time is requested;
7. Administrator or designee must accompany observer during the entire observation;
8. Classroom visitations are not a time for parent-teacher conferences and parents/guardians should not expect teachers to conference with them at these times;
9. The regular school program must continue during such visits. Parents and any other outside visitor or observer must refrain from engaging the attention of the teacher or students through conversation or other means. Disruption of classroom instruction and the orderly learning environment by a parent or any other outside visitor or observer may result in dismissal from school grounds, as determined at the discretion of school administration.
10. Parents/observers must adhere to FERPA guidelines maintaining the privacy of students.

C. Additional Guidelines for Student Participants in Out-of-District Visits

1. Visiting students are permitted as participants in out-of-district visits to Marietta City Schools.
Visiting students are defined as students who are:
 - Participating in a short-term visit to a Marietta City School for official school business;
 - Not enrolled in a Marietta City School; and

- Members of an official delegation accompanied by supervisory teachers.
- 2. All out-of-district visits must be approved by the Principal or Deputy Superintendent;
- 3. All student participants in out-of-district visits must be accompanied by teachers employed by the school in which they are enrolled. Delegations may not exceed an 8:1 student to teacher ratio for elementary schools and a 12:1 student to teacher ratio for middle and high schools;
- 4. The outside teachers accompanying student groups are responsible for supervision of the visiting students;
- 5. All visiting students are required to comply with the Marietta City Schools Code of Conduct and Discipline Handbook (See Policy and Operating Guideline JD – Code of Conduct for additional detail);
- 6. All students must complete a publicity release form, if necessary, prior to the visit.

D. Unauthorized Persons on Campus

Unauthorized persons are not allowed on school campus, including unauthorized visitors of a student or employee. When an unauthorized person enters district property:

1. School personnel shall warn persons trespassing to leave facilities or properties. Persons who refuse are subject to criminal prosecution under the laws of the State of Georgia.
2. The presence or visitation of unauthorized persons in and about district facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.
3. Authorized visitors who are subsequently directed to leave district property or school campus at the discretion of school personnel shall become unauthorized persons if they refuse to cooperatively leave. Continued unauthorized presence may subject them to criminal prosecution under the laws of the State of Georgia.

E. Disruption

In addition to criminal trespass laws, State law expressly prohibits unauthorized presence on school grounds, subject to criminal penalties. O.C.G.A. § 20-2-1180 makes it unlawful to loiter within a school safety zone. It states that principal/designee has the authority to exercise control over the building and grounds and prohibit any person who does not have a legitimate need or cause to be present thereon from loitering. O.C.G.A. § 20-2-1181 prohibits conduct which disrupts a school, school bus or school bus stop. O.C.G.A. § 20-2-1182 prohibits parents from upbraiding, insulting or abusing public school employees in the presence of pupils.

Disruptive individuals may be immediately removed from campus and restrictions may be placed on their presence on school grounds in the future.

F. Court Orders

Court orders may change these provisions and modify whether a person is permitted to be on school property at a particular time.

G. Recordings

Audio or video recording of students and staff is not permitted.