

## EL TORO HIGH SCHOOL VISITOR POLICY

The staff at El Toro High School recognizes the importance of parents, citizens, and former students visiting the campus to observe classroom instruction or visits with staff members. We welcome visitors. However, as stipulated in SVUSD Board Policy 2260, we reserve the right to closely monitor school visitations, particularly if the visit requires us to interrupt instruction. In order to limit interruptions and assure the integrity of the instructional program, classroom visits be limited to 20 minutes.

Our policy requires all parents/guardians/volunteers/former students **sign in at the front office** prior to visiting a staff member or the classroom. Furthermore, all visitors must **wear a visitor's badge** while on school grounds. In the interest of campus security there are **no exceptions** to these visitor requirements.

Procedures for classroom observation visits during regular school days by parents, guardians, or interested members of the community are as follows:

1. All classroom observation visits must be scheduled by the principal or a designee. Teachers approached directly to schedule a visit will refer the request to the principal. District special education staff may assist the principal with scheduling visits related to IEP's.
2. The teacher shall be given at least two days advance notice of the visit, unless the teacher otherwise agrees. The school psychologist and Director of Special Education should also be notified by the principal regarding IEP related visits as appropriate.
3. The visit should be scheduled at a time when it will not disrupt or interfere with planned activities.
4. Every effort shall be made to limit visits to no more than one visitation per week per classroom.
5. The visitor must register at the school office upon arrival at the school.
6. Visits will be limited to 20 minutes unless the principal believes there are compelling circumstances for a longer visitation.
7. A District employee may accompany the visitor for the duration of the visit. In the event the visitor is an outside assessor, the school psychologist (or a district staff member with equivalent professional credentials to the visitor) will accompany the outside assessor during any visits and may take notes.
8. Visits should be limited to one visitor at a time, in addition to the District employee (unless the request is for both parents).

9. If a teacher is asked by the visitor to complete any written documents related to IEP's, any such documentation shall be completed, photocopied and given to the school psychologist before being returned to the visitor.

10. No electronic listening devices or recording devices may be used in a classroom without the permission of the teacher and principal.

11. A visit may be ended by the principal or designee at any time if classroom activities/instruction are being disrupted.

Note: Some flexibility in visitations related to IEP's may be necessary to comply with Education Code 56329 (b) and (c).