

Lane Education Service District Administrative Rule

Code: **KK-AR**
Adopted: 1/12/94
Revised/Readopted: 2/26/02
Orig. Code(s): KK-AR

Visitors to ESD Facilities

Procedures for requests to visit special education programs are as follows:

1. A parent or guardian of students enrolled in the special education program may visit a student's classroom or program at his/her convenience;
2. Through a note or telephone call to the teacher in advance, a parent or guardian may schedule time in the classroom to coincide with specific instructional activities he/she wishes to see;
3. Other adult residents of the community and interested educators must have the program supervisor's approval in advance of any visit to a classroom or program. This procedure is initiated both to preserve the privacy of students and to minimize disruption in the classroom;
4. Persons other than parents wishing to visit a class or program should make arrangements in advance with the appropriate program supervisor. Upon their arrival at the school, visitors must register at the office.

Visitors are permitted to photograph or tape record children only with the written, signed and dated permission of parents/guardians and after clearance has been received from the program supervisor. All such visitor requests must include the purpose(s) and the individual(s) and/or group(s) to whom the information will be released.

5. These visitors will be asked to provide information including name, address, classroom(s) to be visited, reason for the visit, and the group or organization (if any) that the visitor represents.