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School Visitor Policy

Chancellor's Directive 260.2

Version 2.0

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Chancellor's Signature

Date

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I. Executive Summary

Introduction

District of Columbia Public Schools (DCPS) seek to provide a world class education for all of its students. This commitment requires DCPS to regulate school buildings, classrooms and other aspects of the school community. Schools are public institutions and should be open to visits from parents and other interested parties to the extent that visits do not compromise student or staff safety and do not disrupt the education process or school's operation. School buildings will continue to be open to the public as long as visitors do not disrupt school instruction, operation, or activities; or compromise the safety and security of students and staff.

Purpose

This directive explains the procedures for school building visits. The guidance in this directive applies to the school building and all exterior grounds of the school, including the playground and any other buildings and areas on DCPS property. The school principal has primary responsibility for ensuring visitor access in the school building and visitor conduct are monitored and supervised while on school property. The principal has the authority to deny access to any individual seeking to enter the school if the principal determines that the visitor's presence poses a danger or disruption to school activities, school instruction, or students and staff.

II. School Visitor Procedures

A. Security Procedures for All School Visitors

All visitors and school staff must comply with the following procedures regarding school visits:

1. The main entrance of the school building shall be used for all exits and entries to the school, except in cases of fire or emergency. Any person found violating this

and include the

Under no circumstances should such attorneys have any direct interaction with students, unless the attorney is representing the student in court case. In that instance, the attorney maybe allowed to interact with the student in a manner that minimizes disruption to the student's classroom instruction. If the student is under 18, school staff must contact a parent/guardian to obtain consent prior to allowing access.

School employees are not required to speak with attorneys from PDS unless a valid subpoena has been issued.



Appendices

Appendix I: Frequently Asked Questions (FAQs)

Q1: What is the process a parent should follow to appoint a designee for observation?

A1: The parent must fill out the _____ and submit it to their child's school. This form must be completed and submitted before the observation is scheduled to take place.

Q2: How do I determine if a potential designee has a financial stake in litigation?

A2: If a school is unsure that a potential observer has expertise in special education or has a financial interest in the outcome of

Appendix II: Observation Designee Form



Parental Appointment of Observation Designee

I _____ parent/guardian of _____
(Parent/Guardian's Name) (Student's Name and Date of Birth)

hereby appoint _____ as my designee to observe my child's current or proposed special
(Name of Designee)

special education program at _____ School. I hereby represent that he/she is neither representing my child's interests in litigation related to the provision of a free and appropriate public education, nor has any financial interest in the outcome of such litigation. I further represent that he/she will not disclose or use any information obtained during the course of an observation for the purpose of seeking or engaging clients in litigation against the District of Columbia or the Local Education Agency (LEA).

I further assert that this designee (check at least one, and all that apply):

- has professional expertise in the area of special education;
- is necessary to facilitate an observation for me due to my disability; and/or
- is providing language translation services for me.

(Parent/Guardian's Name Print)

(Parent/Guardian's Signature)

(Date)

Appendix III. DCPS Authorization to Release Education Records (Student 17 and Under)

DCPS Authorization to Release Education Records

I _____ parent/guardian of _____
(Parent/ Guardian's Name) (Student's Name and Date of Birth)

hereby consent to the appropriate official at my child's school or the DCPS Office of Data and Strategy

Appendix IV: DCPS Authorization to Release Education Records (Adult/Former Student)

DCPS Authorization to Release Education Records –Adult Student or Former Student

I _____ hereby give consent to the appropriate official at my
(Student's Name and date of birth)

current school or former school, or the DCPS Office of Data and Strategy to release my education records to:

(Name of representative, agency, physician, or attorney)

(Address and phone number of representative, agency, physician, or attorney)

The purpose of the disclosure is:

(Describe the specific purpose for the records disclosure)

By signing below, I authorize the release of the following records:

(Describe specifically which records are to be released including any applicable date range)

By signing below, **1) I acknowledge and understand that I have the opportunity to review the records to be disclosed and the right to challenge the contents of such records; and 2) I am 18 years of age.**

NOTE: This release is valid only for the purpose stated. The DCPS must obtain my written authorization before releasing any further information to any other requester. **This authorization will expire one year from the date of signature.**

(Adult/ Former Student's Name Printed)

(Adult/ Former Student's Signature)

(Adult/ Former Student's Current Address)

(Adult/ Former Student's Contact Information)

Appendix V: Classroom Observer Confidentiality Agreement

Classroom Observer Confidentiality Agreement

I, _____, will be conducting an observation of
(Observer's Name Printed)

_____ and hereby affirm that:
(Student's Name Printed)

I agree to preserve the confidentiality of any and all personally identifiable student information that I view or have access to during the course of my observation of the above referenced student and the instruction provided at his/her school;

I agree that I will not interrupt the teacher during instructional time or engage in disruptive, destructive, or threatening conduct;

I agree to refrain from interrupting any teacher during instructional time and from