



August 2020

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED TWENTY-FIVE
PARENTS AND OTHER CAMPUS VISITORS

A. PURPOSE

The following memorandum outlines general principles for allowing visitors to access schools in the Granite School District. While schools are to remain open and welcoming to visitors, particularly parents, school facilities must be kept safe and free from intrusion or disruption.

B. CHECK-IN AND CHECK-OUT PROCEDURES

1. Each school will maintain check-in and check-out procedures for every visitor to the school campus. Procedures shall be uncomplicated, applied consistently, and visibly posted so visitors can comply easily.
2. During school hours, every visitor to a school campus, including parents, shall be required to check in through the office.

C. CLASSROOM VISITORS

1. Pursuant to State law, parents and legal guardians may visit classes to observe their student(s) on a limited basis. Parents and legal guardians should recognize that frequent observations will detract from classroom instruction, and the school must consider the privacy rights of the other students in the class. Therefore, observations shall only be allowed by appointment and preferably with accompaniment of an administrator.
2. At the specific request of parents or legal guardians, or as part of an independent education evaluation, principals may grant permission to therapists or others providing medical or mental health services to a student, to observe the student in the school setting. However, in the interest of privacy for all students, such observations shall be strictly limited. An in-school observation shall be for data gathering purposes only and shall be reasonably short in duration. Furthermore, therapists or medical service providers shall be supervised by school staff, shall refrain from making observations of other students, shall refrain from giving directions to educators, and refrain from providing counseling or other services at school during the school day.

3. Teachers are encouraged to use classroom volunteers where volunteers can support instruction. Teachers are given deference as to the number of volunteers and the scope of their activities consistent with District policies Article V.B.2. Volunteering in District Schools; Article IX.A1.v. Self-Reporting Requirements and Background Checks; and all other District policies.
4. Classroom visitors, including volunteers and observers, shall sign a confidentiality waiver.

D. SAFE AND ORDERLY LEARNING ENVIRONMENT

State statute and county and city ordinances grant authority to the Granite District Board of Education, which authority is further delegated to administrators, to maintain safe and orderly learning environments in schools. When disruptive or unlawful acts threaten safety and order, administrators shall take necessary steps and reasonable measures to discharge their duty including calling upon Granite Police or local law enforcement agencies to assist as circumstances warrant and by issuing notices excluding individuals from District property. (For more information, see District Policy, Article V.C.7. Unlawful Acts in or about Schools and School Trespass.)

/s/
Martin W. Bates
Superintendent