

Parent/Visitor Observation Guidelines

Guidelines

The Mulvane school District recognizes that from time to time parents of students in the district will request the opportunity to observe educational programs.

The District's procedures for facilitating observations of students and programs are as follows:

Observations must be scheduled in advance and approved by building principals. A request to observe a child (or a program) must be submitted to the principal. The principal has up to 3 school days to approve the observation/visit. The Principal should ensure that the district office is notified.

The observer must be accompanied by a staff member during the observation. Observations are generally limited to two (2) hours, with the start and end times clearly specified to the observer prior to the observation.

The number of observers should be limited to one per observation. The observer is not to interfere with the educational environment of the classroom. If the observer is disruptive or inappropriate, the observer will be asked to leave immediately and the observation will be discontinued.

1. The observer should be informed that his/her presence might influence the performance of the students.
2. The observer will be asked for a copy of his/her observation notes immediately following the observation.
3. The accompanying staff member will seat the observer in an unobtrusive location within the classroom.
4. The observer may not have access to confidential information regarding students, including but not limited to grade books, individualized education plan's (IEP's), 504 plans, and Tier paperwork.

Parent/Visitor/Observation Procedures

Private Sector Support Services (This is for ComCare, MHA, and other community based service providers)

Generally, a private provider will provide services to students under the terms of a Memorandum of Agreement with the school district. Memorandum of Agreements are established when the school district is not paying for the services, but agree that the services are needed in the school for the benefits of the student's progress in the general education curriculum.

The Memorandum of Agreement shall describe the specific services provided; the responsibilities of the school and the private provider, the provisions for space, time equipment, materials provided by the school district, and the school district may terminate the Memorandum of Agreement at any time.

Occasionally, a private provider will provide services to students at school under a court order and/or mental health service plan. The aforementioned situation will not require Memorandum of Agreements, but will require community agency personnel to notify and meet with building administration with respect to their role, function and supervision requirements while they provide student services on USD 263 property.

Visitors/Parents

In the absence of a court order denying unsupervised visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their child's classes. All requests for classroom visitation (verbal and/or written) must be submitted to building administration. Building administration has up to three (3) school days to approve visit request. The principal will consult with the teacher(s) involved and may grant the request or suggest a more convenient time for a visit.

Outside Instructors

No outside privately paid instructor or coach shall be allowed to provide services for students in school during the school instructional day.

Students will not be dismissed from class or school to participate in a privately paid instructional or coaching activity. Any exception must have the approval of building administration or be specified on an IEP or a 504 plan. Outside instructors who wish to volunteer services must have the approval of the building principal and an appropriate central office administrator. If approval is granted, said instructor shall be expected to follow the district curriculum and expectations.

Educational Observation Requests

University employees and/or students wishing to observe students or programs must contact the district's Curriculum Coordinator. University employees and/or students seeking educational learning experiences must also contact district personnel. District personnel have specific procedures and forms for aforementioned requests.

September 14, 2012

Building Visitors/Volunteer

Procedures and Expectations

(This document defines the district's expectations for all school visitors and volunteers.)

As a visitor or volunteer, I agree to abide by the following procedures:

1. Immediately upon arrival, I will sign in at the main office.
2. I will have available a photo identification card.
3. I will wear volunteer identification required by the school.
4. I will use only adult bathroom facilities.
5. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
6. I will not contact students outside of school hours without permission from the students' parents.
7. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer.
8. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
9. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Procedures.
10. I will not take photos, disclose, use, or disseminate student photographs or personal information about students, self, or others.
11. I agree to follow the district procedure for screening of volunteers.
12. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
13. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
14. I agree to follow the Volunteer Procedures at all times or cease volunteering immediately.
15. I am here for the sole purpose of positive volunteering with the goal of helping students and teachers and not for another purpose.