

## Visitation - School

Section 1. General. Many individuals and schools within the East Allen County Schools have provided unique and exemplary educational programs. These programs have attracted the attention of many other interested educators throughout Indiana and surrounding states. It is good public relations to share ideas and programs with fellow educators.

The following guidelines will be observed to facilitate the most desirable process for visitation:

1. All visitations will be scheduled through the building principal.
  - A. All requests to the Superintendent's Office for general visitation will be coordinated by the General Counsel/Executive Director of Employee Relations, in cooperation with building principals.
  - B. All requests for specific visitations will be sent directly to the building principal for coordination.
  - C. The building principal shall be responsible for determining the desirable number of visitations to buildings so it does not infringe on the educational opportunities of the students.
  - D. Visitations should be structured by the building principal in cooperation with teacher(s) involved to assure minimal infringement on educational experiences of students.
    - (1) Other staff may be utilized (curriculum, special services, student services, instructional materials, etc.) if deemed desirable by the building principal.
  - E. Fees shall not be charged visitors unless first approved by the Superintendent in writing.
  - F. Any questions regarding school visitation should be directed to the General Counsel/Executive Director of Employee Relations.
  - G. A list of visitors to school shall be kept on record for one (1) year to provide reference if requested.