



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Visitors, State Schools</i>		
Policy Number:	<i>SS-8002 Descriptor Code-JV</i>		
Release Date:	<i>02-12-03</i>	Last Revised:	<i>11-22-03</i>

Purpose

To describe the appropriate presence of visitors on school campus.

Applicability

This policy applies to all visitors of the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

Policy

Individuals are welcome at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf provided the School Director or designee approves the purpose of the visit.

Procedure

For the protection of children and staff, all visitors must sign in at the office before visiting any offices or classrooms. Visitors must always report directly to the office if they are in the building for classroom visitation, delivering articles and messages to students and staff, or reporting as a volunteer.

Although AASD has an open door philosophy when it comes to parents/guardians observing classrooms, parents/guardians are strongly encouraged to make appointments directly with teachers prior to visiting classrooms. The teacher should be contacted by note or telephone at least one day in advance. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone or note to arrange for a visit. Classroom visitations are not a time for teacher-parent/guardian conferences. The regular school program must continue during such visits. Any visitors that are not parents/guardians are not permitted to visit classrooms during school hours.

Any individuals failing to report to the school office to sign in, are on campus for non-school/non-approved business, and/or become disruptive to the operation of the school will be considered as unauthorized and unwelcome on campus. In accordance with state law, it shall be unlawful for any person to disrupt or interfere in the operation of any school. If any person violates these provisions, proper authorities shall be notified, and the individual shall be prosecuted for a misdemeanor.

- O.C.G.A., 20-2-1181