

Community Relations

Visitors to the Schools

1. School visitation by parents of students enrolled in South Eastern Special Education (SESE) classes is encouraged. Written Request to Visit Forms shall be received in the Director's office 24 hours in advance of the scheduled visit. (Forms are available in the SESE office and from each teacher.)
2. Excessive visits or visitors may cause disruptions to the educational process, so visitors shall be limited to one visit per calendar month. The total amount of visitation time shall be limited to 50 minutes per calendar month by the parent/guardian and agent. There shall be no more than one visitor per teacher or period unless approved by the Director. The Director or designee may accompany the visitor to the class.
3. Visits by individuals other than the child's parent shall not be permitted without written authorization of the parents, legal guardians or student if he/she is over 18 years of age. This written authorization must be submitted to the Director, along with a Request to Visit Form. This provision does not apply to:
 - (a) the employee or official of the South Eastern Special Education District or of the student's resident district with current demonstrable educational or administrative interest in the student(s) or class and in furtherance of such interest;
 - (b) to any person as specifically required by state or federal law;
 - (c) to any person enrolled in a university whose visit is for the purpose of satisfying an academic assignment. Such visits must be approved in advance between the college/university and the Director, provided that the confidentiality of the student is preserved;
4. All visitors shall be cautioned in regard to confidentiality of students' identity in the class and the school. There shall be no video taping or tape recordings allowed, except by authorized school personnel for educational purposes.
5. Any and all of the above rules and regulations may be waived or denied by the Director if he or she determines that it would be in the best interest of the school, class(es) or students.
6. All visitors must report to the front office upon entering the building and obtain approval before being permitted to remain on the premises. If required by the school, a visitor's pass must be worn.

LEGAL REF.: 105 ILCS 5/24-25.

CROSS REF.: 8:30 (Conduct on School Property)

ADOPTED: March 3, 2005