



**GWINNETT
COUNTY
PUBLIC
SCHOOLS**

Gwinnett County Board of Education

Level: Policy K-General Public Relations	Accompanying Procedure:	Descriptor Code: KM	Rescinds May 8, 2008
Descriptor Term: Visitors to Schools		Effective Date: November 17, 2022	Last Reviewed Date: June 1, 2023

Any visitor with legitimate business on school grounds must sign in at the Main Office (or an Administrative Office) and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visitors to:

During School Hours

- The parents/guardians (or court appointed guardians) of current students;
- Other family members of current students who are approved by the student's parent/guardian; and
- Those persons invited by the Gwinnett County Public Schools for official business.

The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.

Students should not bring student visitors to school.

Parents and visitors should make an appointment to see a teacher, the principal, the counselors, or to visit their children's classes.

Conferences

Parents wishing to have a representative accompany the parent to any scheduled meeting, for the purpose of supporting or assisting, must notify the principal or designee at least forty-eight (48) hours prior to any scheduled meeting. The parent's request should identify the representative. In addition, if personally identifiable information contained within student records will be disclosed or discussed at the meeting, the parent must provide a FERPA authorization authorizing the disclosure of personally identifiable information to the representative prior to or at the meeting. All participants will adhere to the established norms of conduct in order to ensure an effective and efficient meeting. The norms may include but are not limited to the following:

- Scheduled meetings should begin on time
- All parties agree to exhibit respectful behavior by allowing each party to express their concerns or point of view without interruption.
- All parties agree that profanity, insulting language and/or the use of abusive words will not be used and/or tolerated.

- All parties agree to terminate meetings in which the established norms are not followed.

After School Hours

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.

School Authority

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia.



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