

# School Visit Policy for Parent Leaders

Last updated March 2021

We recognize and welcome parents as critical partners, as we strive for academic and social excellence within our schools. Parent leaders inspire, guide, and encourage more parents to become active and supportive of the learning community. It is our desire to ensure that all visits to the schools are productive, engaging, and memorable. We expect these visits to be guided by a specific focus which deals with the education, support, assistance, and inclusion of parents in school life, as welcomed members.

## Education Council Member School Visits

At this time, all official visits by Education Council members will be held virtually via video-conference.

Education Councils have important responsibilities that require school visits. For example, CEC members need access to schools to assess the condition of the facilities so that they can recommend capital improvements. CECs are responsible for assessing the effect of the district's educational programs on student achievement, evaluating the superintendent, and liaising with School Leadership Teams (SLTs), all which require contact and access to the district schools. School visits should promote collaboration, understanding, and partnership with families and the community. The procedure through which Education Council members request school visits is governed by [Section I of Chancellor's Regulation D-130](#).

All official visits by Education Council members will be held virtually via video-conference. If an Education Council member contacts a principal or superintendent to request an official visit, it is important that a mutually agreed upon scheduled time is reached in advance of the proposed visit. If the Education Council member only reaches out to a principal, the principal must notify both the Superintendent, and [FACE Senior Director](#) that a request has been granted.

Education Council members should study school data and statistics before the virtual visit takes place. It is important to ensure that the school's parent leadership is aware of the virtual school visit. As liaisons to the SLT, Education Council members may attend and observe SLT meetings or consult with SLT members to learn more about the school, particularly in preparation for a virtual school visit.

Finally, it is important that we promote collaboration, understanding, and a willingness to improve our partnership with our parents and community. Education Council members want to help parents navigate and understand schools and we want to be part of that solution. Please direct any questions or concerns to [officeofthefirstdeputychancellor@schools.nyc.gov](mailto:officeofthefirstdeputychancellor@schools.nyc.gov).

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## PA/PTA Officer School Visits

At this time, official visits by PA/PTA officers will be held virtually via [video-conference](#), except for visits scheduled for the purpose of accessing or transferring PA/PTA records.

Parent Associations (PAs) and Parent-Teacher Associations (PTAs) play a critical role in school communities, creating a space where families can network, exchange ideas, work together to solve school concerns, and affect school policy and budget decisions. For health and safety reasons, it is important that large convenings of families, such as PA/PTA meetings, events and fundraisers, be held virtually at this time. PA/PTA requests for school visits are governed by [Section I of Chancellor's Regulation D-130](#). Each PA/PTA's bylaws may specify additional procedures and requirements. At this time, official visits by PA/PTA officers will be held virtually via video-conference, except for visits scheduled for the purpose of accessing or transferring PA/PTA records.

In accordance with the Chancellor's Regulations, all PA/PTA records are maintained on school premises. At the end of their term, outgoing executive board members must ensure that all records are transferred to the newly-elected executive board. The transfer must take place on school premises, in the presence of the principal or designee, as soon as practicable following the election. Original documents should not be removed from the school, but copies can be made for members.

The president must make arrangements to provide to the newly elected president information for all the PA/PTA's accounts (e.g., email, website, memberships, bank and other financials), as well as the password to the PA/PTA's computer and any keys to desks, filing cabinets, and safes. The recording secretary must make arrangements to provide to the newly elected recording secretary the PA/PTA's bylaws, meeting notices, agendas, and minutes from both general membership and executive board meetings. The treasurer must make arrangements to provide to the newly-elected treasurer all the PA/PTA's financial records, the EIN and all information needed to access bank and other financial accounts, as well as information on the method of accounting and financial record keeping used by the PA/PTA.

PA/PTA officers should explore with the principal the efficacy of conducting virtual or in-person visits to access or transfer records at schools during the Covid-19 pandemic. If a PA/PTA member contacts a principal or superintendent to request a visit for the purpose of accessing or transferring PA/PTA records, it is important that a mutually agreed upon scheduled time is reached in advance of the proposed visit. If the PA/PTA member only reaches out to a principal, the principal must notify both the superintendent, borough office executive director, and FACE Senior Director that a request has been granted.

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## General Building Access Guidance

For general guidance on building access, please visit the [InfoHub](#).

## Personal Health Measures for School Visits

For the latest health guidance, please visit the [InfoHub](#).

Parents who are approved for an in-person school visit must adhere to all applicable requirements and visitor control procedures, including DOE's screening and entry/dismissal protocols and State health guidelines. Listed below are critical behaviors that reduce the spread of COVID-19 and must be followed during in-person school visits:

### Physical Distancing

All individuals in school buildings must remain at least 6 feet apart.

### Face Coverings

Face coverings are required inside school buildings.

### Handwashing and Hand Sanitizing

Hand sanitizer and hand washing facilities are available, and individuals in schools buildings are encouraged to practice hand hygiene.

### Signage and Floor Marking

School visitors must observe the signage and floor markings that uphold NYC Health's Four Core Actions for Prevention.