



**No. 907**

**SECTION: COMMUNITY**

**TITLE: SCHOOL VISITORS**

**ADOPTED: 9-24-2011**

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### **907. SCHOOL VISITORS**

The Board welcomes and encourages visits to schools by parents/guardians, community members or interested educators. The Board recognizes that some school visits are planned and scheduled, while some are informal. Examples of informal visitations may include, but not be limited to: delivery of school materials or other items to students, visiting with the school nurse, meeting students for early release, or dropping off students for late arrival.

Scheduled school visits may include, but not be limited to: teacher conferences, discipline meetings, IEP team meetings, or class observations.

The Board also recognizes that there will be visits to the school during special times such as Grandparents' Day or other specifically designated programs.

To assure that the greatest benefit can be derived from such visits and to ensure safe order in the schools and the protection of the rights of students and staff, the following guidelines shall govern all school visitations.

#### **Delegation of Responsibility**

The School Code provides that the sole responsibility for management of the school rests with the CEO. Therefore, the CEO has the authority and responsibility to implement these guidelines.

#### **Guidelines:**

The CEO or building principal shall have the authority to permit or deny entry of any person to LVPA when the following procedures have been complied with:

1. Reporting: To The Office: All visitors must report to the building's main office to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given. All visitors will be escorted to their destination by a school employee.
2. Scheduling Visitations: While all visitors must have a scheduled appointment, less formal visits as identified above will not need an appointment. Parent-Teacher Organization meetings and building programs where parents/guardians receive written invitations from the building administration are considered scheduled appointments. Exceptions may be made in the case of emergencies at the discretion of the CEO, building principal or designee in matters that affect the safety of the students and staff.

3.Interruptions: Visitors may not interrupt any staff member carrying out his/her professional duties. Visitors are not to interrupt a teacher during preparation times or other related instructional duties unless an appointment has been made or other advance notice given according to the guidelines provided herein.

4.Conferences With Teachers: Conferences with teachers are encouraged. Such conferences may be requested by either the parent/guardian or the teacher and should be scheduled during the teacher's preparation time or before or after school. Unscheduled conferences will be at the discretion of the principal and teacher. Conferences shall only be granted to parents and/or legal guardians. During conferences, teachers should not discuss information about a student or his/her progress with visitors other than a parent or legal guardian unless the parent or legal guardian is present.

5.Classroom Observations: Classroom observations by parents/guardians, community members or interested educators can be valuable, even though they may disrupt the class. It is believed that parents/guardians, other community members, and educators can gain a better sense of the instructional process by observing teaching and learning activities. Observations will be considered when the parent or legal guardian submits a request, in writing, to the principal one (1) school day prior to the visit and receives approval from the principal either verbally or in writing. The principal will consult with the teacher and subsequently notify the parent or legal guardian by phone to discuss the scope of the visit.

The principal will consider the following factors in the approval process:

- a. The purpose of the observation.
- b. The duration of the observation.
- c. The classroom activities planned during the observation.
- d. The number of previous observations of that particular class.
- e. The needs of the children in that class.

There may be circumstances when an administrator will observe the class with the parent/guardian, if permission to visit is granted. The principal is encouraged to schedule parent/guardian classroom visits during specially designated times.

6.Discussions Of Students: Pol. 225 Teachers should not discuss individual students or the performance of those students with any non-school persons except that student's parent/guardian, or surrogate parent, without the written permission of such parent/guardian, or surrogate parent. Exceptions to this policy may apply in connection with cooperation with law enforcement officials.

7.Non-Parent Attendance At Conferences: If a parent or legal guardian wishes to invite another individual to a school meeting regarding his/her child, LVPA requests that the parent/guardian provide LVPA with twenty-four (24) hours notice of who they intend to bring. Such notice will assist LVPA in making arrangements for the meeting, such as the amount of space needed or additional information needed, and help ensure a productive, child-centered meeting. Failure to provide such notice will result in the rescheduling of a meeting. School employees may not discuss confidential information about a student with an advocate unless the student's parents/guardians are present.

If a parent or legal guardian intends to bring an attorney to any school meeting, it is required that they provide LVPA with at least twenty-four (24) hours notice so that LVPA can consider the need for or arrange the presence of its legal counsel. Failure of a parent/guardian to provide notice of their attorney's presence may or may not result in postponement and rescheduling of a meeting for another time, when LVPA can arrange for appropriate representation, if needed. Whether to conduct the meeting or reschedule it shall be in the discretion of LVPA and based on the circumstances of the case.

8. Audio, Video Recording Or Photographs: No visitor shall be allowed to photograph, record audio, or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal. In general, only Special Education Individual Education Plan conferences may be taped with one (1) school day prior notification to the principal and the availability of an administrator to attend the conference. An exception to this policy shall apply in the case of public meetings or work sessions of the Board.

9. Loud, Abrasive And/Or Profane Language Or Behavior: It is the policy of LVPA to prevent disruptions to school operations and the instructional process. All persons, including but not limited to, students, parents/guardians, employees, visitors and members of the general public are prohibited from the use of foul, profane and abusive language, whether spoken or written, or for a tirade in any manner in the school building, vehicle, or upon school grounds. If any visitor threatens, verbally abuses, or harasses a school employee, student, or another visitor, a building administrator will direct the visitor to leave the property. All persons are therefore warned that if a visitor refuses to leave LVPA property voluntarily, s/he will be subject to removal from LVPA property by an LVPA administrator or local law enforcement and be charged with trespassing for failure to promptly vacate the property upon notice or notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 225