

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: November 29, 1985

REVISED: April 17, 2019

OLD FORGE SCHOOL DISTRICT

<p>1. Authority SC 510</p> <p>2. Delegation of Responsibility SC 1081</p> <p>3. Guidelines</p>	<p style="text-align: center;">907. SCHOOL VISITORS</p> <p>The Board welcomes and encourages visits to schools by parents/guardians, community members, or interested educators. To assure that the greatest benefit can be derived from visits and to ensure order in the schools and the safety of students and staff, the following guidelines shall govern school visitations.</p> <p>The School Code provides that the sole responsibility to make regular visits to the school of the district and to report to the board concerning such as is vested in the Superintendent. Therefore, the Superintendent has the authority and responsibility to implement these guidelines.</p> <p><u>Reporting to the Office</u> All visitors are to report to the building office to register and secure a visitors pass before proceeding to their destination in the building, regardless of whether prior approval for the visit has been given.</p> <p>All parents, guardians and visitors attempting to gain access to the school will be asked to provide a valid driver’s license, official state photo identification, or military identification card for scanning and cross-referencing against the national sex offender database. Visitors refusing or unable to produce such identification may be asked to remain in a designated area as their identity cannot be verified. Persons without verifiable identifications shall have their personal information entered into the visitor management system and their names checked against the database. The school staff member will scan or manually enter the visitor’s information into the system and will issue a visitor badge if no alert is indicated. If an alert is indicated, the school staff member shall immediately notify a school administrator and inform him or her of the situation and that visitor must be supervised by a district employee for the duration of the visit. The visitor must return to the office to check out prior to leaving the school. The visitor will be instructed to return the visitor badge to the designated office personnel to check them out of the system. The badge will be destroyed and cannot be reused.</p>
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<p>SC 510 Title 22 Sec. 14.108</p>	<p><u>Scheduling Appointments</u> All visitors are to have scheduled appointments. Parent/Teacher Association Meeting and Building programs where parents/guardians receive written invitations from the building administration are considered scheduled appointments. Exceptions may be made in case of emergencies.</p> <p>Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state law and regulations.</p> <p><u>Interruptions</u> Visitors may not interrupt a teacher that is teaching a class or during preparation times or other related instructional duties, unless an appointment has been made or other advanced notice given according to the guidelines provided herein.</p> <p>Salesperson(s) will not be permitted to call on teachers during school hours. However, the building principal may make an exception it is in the best interest of the educational program.</p> <p><u>Parent/ Teacher Conferences</u> Parent/Teacher conferences 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. Class observations by parents/guardians, community members, or interested educators may be valuable even though they may disrupt the class. It is believed parents/guardians, other community members and educators can gain a better sense of the instructional process by observing teaching and learning activities. The principal must evaluate the benefit of the visit and compare it with the potential for disruption.</p> <p>Parental requests for classroom observation by private service providers, advocated, private evaluators, etc. must be submitted in writing at least two school days prior to the visit. The Principal or designee will review and approve the visit, according to the guidelines set forth below, and contact the parent/guardian by telephone or email.</p> <p>The district reserves the right to observe classes along with parents/guardians</p> <p>Observations may be approved with the following have occurred:</p> <ol style="list-style-type: none">1. A written request to visit has been submitted to the principal two (2) school days prior to the visit and is subsequently approved by the principal.2. The principal has consulted with the teacher and has decided the visit will be beneficial. The principal will notify the parent/guardian by phone of the appropriateness of the visit. The decision of the principal may be
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appealed to the Superintendent.

The Principal will consider the following factors in deciding whether the visit will be beneficial:

1. The purpose of the observation
2. The duration of the observation.
3. The classroom activities planned during the observation.
4. The number of previous observations of that particular class.
5. The needs of the children in that class.

Speaking with Students

Only visitors who are the parent/guardian or surrogate parent of a student may confer with a student in school and only with prior permission of the building Principal. Exceptions to this policy will be granted in emergency situations and in the case of military recruitment, college recruitment, etc. Where advance arrangements are made with the building Principal. Visits or conferences with students during the school day result in the interruption of the overall educational process and are generally discouraged except in emergency or unusual circumstances.

Recording Events

No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the Principal, Supervisor of Special Education and the Superintendent.

Loud, Abrasive and/or Profane Language or Behavior

It is the policy of the school district to prevent disruptions to district 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 manor in the school building or upon school grounds. This policy will particularly be enforced if language or actions are professed in a loud and/or offensive manner or in a manner observable by other persons.

Visitors are to conduct themselves in an orderly fashion will be asked to leave the premises. If they refuse, the administration will contact the police and file charges of defiant trespass.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 14.108

Board Policy 250