

SECTION: COMMUNITY

TITLE: SCHOOL/CLASSROOM VISITORS

ADOPTED: September 26, 1988

REVISED: June 26, 2007

PLUM BOROUGH SCHOOL DISTRICT

907. SCHOOL VISITORS	
1. Authority SC 510	<p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. Schools and classroom visitors impact employee productiveness and disrupt the normal school routine and learning environment. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.</p> <p>The Superintendent has the authority to permit or deny the entry of any person to any school in this district in accordance with the following guidelines.</p>
3. Guidelines	<p>Persons wishing to visit a school must make arrangements in advance with the school office in that building.</p> <p>A visitor is defined as an individual who is not a current district student or current district employee.</p> <p>Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a badge and instructions. Visitors may not interrupt any staff member carrying out his/her duties. Visitors are not to disrupt teachers on preparation times or other related instructional duties.</p> <p>After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.</p> <p>All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's pass and has registered at the school office and received authorization to be present for the purpose of conducting business.</p>

<p>SC 510 Title 22 Sec. 14.108</p>	<p>No visitor may confer with a student in school without the approval of the principal.</p> <p>Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.</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>The District encourages parents/guardians to make informed decisions about the programs and services recommended for, or to which the district has assigned, their children. Informed decision-making can involve visiting a recommended or assigned classroom or program site. The district also encourages parents/guardians to become involved in the ongoing education and development of their children and recognizes that occasional classroom or program site visits can promote effective parental involvement. The interest that parents/guardians often have in visiting classrooms and program sites must, however, be weighed against the disruption and distraction that often accompanies such visitations. Many children require a high level of consistency and predictability and low levels of visual and auditory distraction to learn and develop. The purpose of this policy is to establish rules that recognize the need of parents/guardians to inform their decisions about the education of their children without compromising unnecessarily the rights of other children to a stable, safe, and disruption-free learning environment.</p> <p><u>Classrooms And Program Sites That Are Subject To Visitation</u></p> <p>A parent/guardian, or a person with appropriate professional expertise designated by a parent/guardian, may visit a classroom or program site when:</p> <ol style="list-style-type: none">1. The district has specifically recommended that classroom or program for their child;2. The district has assigned the child to that classroom or program; or3. The child is currently placed in that classroom or program. <p><u>Visitations To Which This Policy Does Not Pertain</u></p>
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This policy does not pertain to:

1. Participation in school-wide or classroom events or activities to which all parents/guardians or parent volunteers or chaperones are invited;
2. Participation by invitation in meetings with professional staff either after student dismissal, in non-classroom space, or in unoccupied classrooms;
3. Observation of extracurricular events or activities to which all parents/guardians or members of the community in general are invited.

Scheduling – Advance Notice

All visitors must arrange visitations at least five (5) school days in advance with the principal or designee of the building in which the classroom or program is located. The parent/guardian must state the reason for the visitation. Nothing in these guidelines shall require the district to schedule a visitation within ten (10) days of receipt of a request unless it is required to do so by law, regulation, or order.

Scheduling – Time

The following shall apply to the timing of visitations, other than visitations that are by teacher invitation as part of a planned parent/guardian activity:

1. Visits shall not exceed one half hour of silent observation in areas in which children are receiving instruction or are participating in activities;
2. The total number of visits to any one (1) classroom or program site shall not exceed two (2) for any one (1) child during any twelve-month period; and
3. The district may limit the timing or duration of visits based on the type and intensity of planned instruction or activities, the susceptibility of individual students to the disruption known or likely to be caused by the visit, the stated purpose of the visit, the number of adults the visit will place in the room at the same time, and the total amount of traffic in the classroom at or near the time of the visit.

Conditions Of Visitations

The following conditions shall be observed for all visits:

1. Visitors shall consist of not more than two (2) parents, legal guardians, grandparents, or surrogate parents, or one (1) appropriately-qualified professional designated by the parents/guardians, at any one (1) time;
2. Parents/Guardians must identify in writing the name, address, telephone number, and professional credentials of, and must sign a release permitting the disclosure of personally-identifiable information to, any appropriately-qualified professional that they have designated to visit the classroom or program site of their child;
3. A district staff member other than the teacher, or related services providers working with the child shall accompany any visitor;
4. Visitors shall refrain from conversation and from interaction with children or staff during the period of classroom or program observation;
5. The district staff member accompanying a visitor or the staff member responsible for the classroom or program may, in his/her sole discretion, terminate a visit at any time if, in the judgment of that staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff;
6. During the visit, all visitors shall remain in such locations within the classroom or program site as are designated by the accompanying district staff member or the staff member responsible for the classroom;
7. Questions or concerns about a visit or about anything observed during a visit must be addressed to the accompanying district staff member or, by appointment, to the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members;
8. District staff shall not share with any visitor personally-identifiable information concerning any students other than the student who is the subject of the observation; and
9. Any notes written by visitors during the visitation must be copied and shared with the district staff member.
10. Any recordings, pictures, or videos during the visitation is strictly prohibited.

<p>24 P.S. Sec. 2402 Pol. 250</p>	<p><u>Military Personnel</u></p> <p>Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:</p> <ol style="list-style-type: none">1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.2. Wear official military uniforms while on district property. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 14.108</p> <p>Military Visitors – 24 P.S. Sec. 2402</p> <p>Board Policy – 000, 250</p>
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