

# NAZARETH AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: APRIL 25, 2005

REVISED: FEBRUARY 8, 2010

	<p style="text-align: center;">907. SCHOOL VISITORS</p> <p>1. Purpose</p> <p>The Board welcomes and encourages visits to schools by parents, guardians, community members or interested educators.</p> <p>The Board recognizes that some school visits are planned and structured 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. Planned school visits may include but not be limited to teacher conferences, discipline meetings, IEP team meeting or class observation. The Board also recognizes that there will be visits to the school during special times such as American Education Week or other specifically designated programs.</p> <p>To assure that the greatest benefit can be derived from such visits and to insure safe order in the schools and the protection of the rights of students and staff, the following guidelines shall govern all school visitations.</p> <p>2. Responsibility</p> <p>The School Code provides that the sole responsibility to make regular visits to the various schools of the District and to report to the Board concerning such visits is vested in the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines.</p> <p>3. Procedures</p> <p>The Superintendent or building principal shall have the authority to permit or deny entry of any person to a school building of this District when the following procedures have been complied with:</p> <p>1. <u>Reporting to the Office</u></p> <p>All visitors must report to the building’s main office or to the designated school greeter to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given. Visitors shall be escorted to their destination by a school employee.</p>
--	--

2. Scheduling Appointments

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 receive written invitations from the building administration are considered scheduled appointments. Exceptions may be made in the case of emergencies at the discretion of an administrative cabinet member, 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 or the teacher and should be scheduled during the teacher's preparation time or before or after school, or on specifically scheduled parent teacher conference days as per the school calendar. Unscheduled conferences will be at the discretion of the principal and teacher. Conferences shall only be granted to parents and/or legal guardians. Teachers may not discuss information about a student or his/her progress with individuals other than a parent or legal guardian unless the parent or legal guardian is present.

5. Classroom Observations

Classroom observations by parents can be valuable, even though they may disrupt the normal flow of the class. It is believed that parents can gain a better sense of the instructional process by observing teaching and learning activities. Classroom observations are limited to parents with students currently in the classroom to be observed. Classroom observations by individuals who do not have students in the class to be observed shall not be permitted unless prior permission is sought and obtained by the District Superintendent.

Observations will be considered when the parent or legal guardian submits a request, verbally, or in writing to the principal at least one school day prior to the visit. The District reserves the right to deny any/all such requests. All such requests must receive approval from the principal prior to the observation.

Parent observations are limited to two (2) classroom observations per school year.

The principal will consult with the teacher and subsequently notify the parent or legal guardian by phone to discuss the scope of the visit/observation.

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.

The District reserves the right to require that an administrator will observe the class with the parent if permission to visit is granted.

Principals are encouraged to schedule parent classroom visits during American Education Week and other specially designated times.

6. Discussions of Students

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 or as permitted by law.

7. Non-Parent Attendance at Conferences

If a Parent wishes to invite a non-parent individual to a school meeting regarding his/her child, the District requests that the parent provide the School District with twenty-four (24) hours notice of who they intend to bring. Such notice, while not required, can assist the District in making arrangements for the meeting, such as the amount of space needed or additional information and help ensure a productive, child-centered meeting. Failure to provide such notice will not result in the cancellation 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 the School District with at least 24 hours notice so that the District can consider the need for and/or arrange the presence of its legal

counsel. Failure of a parent to provide notice of their attorney's presence may result in postponement and rescheduling of a meeting for another time when the District can arrange for appropriate representation, if needed. Whether to conduct the meeting or reschedule it shall be in the District's discretion and shall be 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 School District Superintendent. 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 the District to prevent disruptions to district operations and the instructional process. All persons, including but not limited to, students, parents, 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 buildings or upon school grounds.

The District reserves the right to discontinue and reschedule at its convenience any meeting in which foul, profane or abusive language is used. If any visitor threatens, verbally abuses, or harasses a school employee, student or other visitor, building administrators will direct the visitor to leave the property.

All persons are hereby warned that if a visitor refuses to leave district property voluntarily, he/she will be subject to removal from district property by district security 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.