

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: August 14, 2002

REVISED: December 3, 2008

PORTAGE AREA SCHOOL DISTRICT

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">907. SCHOOL VISITORS</p> <p>It shall be the policy of the Board to <u>welcome and</u> encourage parents/guardians and all citizens to visit the schools throughout the school year. <u>To assure that the greatest benefit can be derived from such visits and to ensure order in the school and the safety of the students and staff, the following guidelines shall govern school visitations.</u></p> <p>The Superintendent or designee and building principal have the authority to <u>grant or</u> prohibit the entry of any individual to a district school, in accordance with Board guidelines.</p> <p>To protect the staff and students from the possibility of personal harm as well as from unnecessary distractions which interfere with the educational program, all visitors to any school building must secure permission from the building principal before contacting any student or teacher or visiting any regularly scheduled classroom or activity.</p> <p>Upon arrival at the school, visitors must register at the office where they <u>will</u> receive a <u>visitor's</u> pass.</p> <p>After the start of the school day, only one entrance shall be used by visitors to the school. All other entrances shall be locked <u>as a safety and security measure.</u></p> <p>Staff members shall require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business.</p> <p><u>Scheduling Appointments</u></p> <p><u>All visitors are to have scheduled appointments. Parent/Teacher Conferences and building programs where parents/guardians receive written invitations from the building administration are considered scheduled appointments.</u></p> <p><u>Exceptions can be made in the case of emergencies.</u></p> <p><u>Interruptions</u></p> <p><u>Visitors may not interrupt a teacher who is teaching a class. Visitors are not to</u></p>
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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 in this policy.

Parent/Teacher Meetings

Parent teacher meetings are encouraged. Such meetings may be requested by either the parent/guardian or the teacher and will be scheduled at a time convenient to all parties. Unscheduled/Drop in conferences are discouraged.

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. The principal must evaluate the benefit of the visit and compare it with the potential for disruption.

Observation may be approved when the following have occurred.

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.

When a parent/guardian is involved in a special education hearing or other litigation with the district, teacher or other staff at the time of the requested observation, an administrator will observe the class with the parent/guardian if permission to visit is granted.

Principals are encouraged to schedule parent/guardian classroom visits during specially designated times.

Speaking with Students

Only visitors who are the parents/guardians 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 recruiters, college recruiters, 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.

Discussion of Students

District personnel should not discuss individual students or the performance of those students with any nonschool persons with the exception of that student's parent/guardian, or surrogate parent without written permission of such parent/guardian or surrogate parent. Exceptions to this policy may apply in connection with cooperation with law enforcement officials.

Recording Events

No visitor shall be allowed to photograph or videotape any person or any part of any building or tape record any conversation of any kind without prior approval by the building principal and/or superintendent.

Loud, Abrasive And/or Profane Language or Behavior

It is the policy of the school district to prevent disruptions to district operations and 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 buildings or upon school grounds. This policy will be particularly enforced if language or actions are professed in a loud and/or offensive manner or in a manner observable by other persons. School policy may be notified and proper action taken.

All persons are therefore warned that violation of this policy may result in removal from district property by appropriate district authorities. Members of the public may be subject to removal from district property and may also be charged with trespassing for failure to promptly vacate the property upon proper notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.