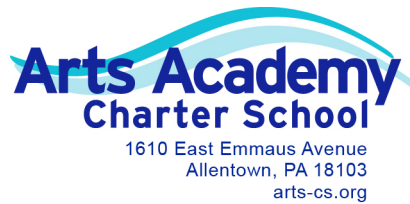


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## Board Policy 6.3 School Visitors

The Board welcomes and encourages visits to schools by parents, guardians and community members.

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 and/or specifically designated programs.

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

The Executive Director and building principal shall have the authority to permit or deny entry of any person to a school building of this School upon compliance with the following procedures:

**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. Visitors shall be escorted to their destination by a school employee.

**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.

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### **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. 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 by Parents/Guardians**

Classroom observations by parents or guardians can be valuable, even though they may disrupt 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 of future or potential teachers or on days when the parent or guardian's child is not in attendance are generally not permitted.

Observations will be considered when the parent or legal guardian submits a verbal or written request to the principal and a mutually convenient date/time will be agreed upon by the principal and the parent/guardian if accepted. The School 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 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.

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

## **6. Discussion 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 School requests that the parent provide the School with twenty-four (24) hours notice of who they intend to bring. Such notice, while not required, can assist the School 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 with at least 24 hours notice so that the school 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 School can arrange for appropriate representation, if needed. Whether to conduct the meeting or reschedule it shall be in the School's discretion and shall be based on the circumstances of the case.

## **8. Audio/Video Recording and Photographs**

### **Photography/Recordings of Buildings/Classrooms/Premises**

Except as permitted by this Policy, no visitor, including parents, shall be allowed to photograph or record, via audio or video recording, any person or any part of any building or to record any conversation of any kind without prior written approval by the building principal or Executive Director. To the extent that such written permission is granted, photography / recordings of students, faculty and staff are prohibited except as permitted by this Policy.

### **Photography/Recordings of Students and/or Faculty and Staff**

Except as permitted by this policy, no visitor, including parents, shall be allowed to photograph or record, via audio or video recording, any person or any part of any building or to record any conversation of any kind without prior written approval by the Executive Director or designee and written consent from all parties being photographed or recorded.

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To obtain such permission, the individual wishing to photograph or record must provide in writing to the Executive Director the following information:

- 1) Proposed date and time of photography/recording;
- 2) Reason for photography/recording;
- 3) Proposed location of recording;
- 4) Proposed duration of recording;
- 5) List of all individuals who may be involved.

If permission is granted by the Executive Director or designee, the individual seeking to record must obtain written consent of all individuals to be photographed. Such written consent must be obtained by providing the individuals with the same information regarding the location, date/time, nature and reason for the recording. To the extent that any of the parties being photographed or recorded are students, written consent to record must be obtained by the parents of such individuals. Proof of such consent must be provided to the Executive Director or designee by the individual seeking to photograph/record prior to the proposed photography/recording date. The School reserves the right to withhold permission to photograph/record if it is not satisfied that the proper consent has been obtained.

This provision and procedure does not apply to parent/guardian requests to record meetings with school employees, which is specifically addressed below.

**Recordings of Meetings with School Employees:**

Recordings of meetings with school employees are generally prohibited, and permission to record meetings will generally not be granted. The School believes that meetings involving parents and school employees, whether they are parent/teacher conferences, IEP team meetings, or meetings with school administrators, should involve a frank and open discussion and the free exchange of ideas without fear of suspicion or distrust. The School believes that a candid, uninhibited free-flow of ideas and thorough discussion of issues and concerns will best serve the student. The recording of meetings for reasons other than physical necessity may potentially corrupt the atmosphere of trust and respect, creating an atmosphere where participants may feel as though they are suspected of wrongdoing and, therefore, become guarded and inhibited. This disruption of the free-flow of thoughts and ideas does not serve the participants well and may have a detrimental effect on the student. Thus, requests to record school meetings will generally be denied.

Nothing in this Policy shall be interpreted to deny parents or guardians their legal rights under the ADA, Section 504 and/ or the IDEA. Individuals with disabilities or other limitations who are requesting, as an accommodation, the right to record meetings in which they participate, such as IEP team meetings, must make such request in writing to the Director of Special Education and must provide the school with information regarding the nature of the individual's disability or limitation, the meeting that he/she wishes to record and the proposed accommodation. The School shall make a determination as to the specific type of accommodation, if any, that will be provided. The School may request additional

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information in order to make its determination. Audio and/or video recordings of meetings shall not be used where another accommodation is appropriate and/or reasonable.

**Public Meetings / Performances Exception:**

Audio and video recordings, as well as photographs, shall be permissible during public meetings or work sessions of the Board and school-sponsored events that are open to the public, such as sporting events, concerts, etc., to the extent that such recordings are permissible by law and do not violate copyright or other intellectual property rights.

**9. Loud, Abrasive and/or Profane Language or Behavior**

It is the policy of the School to prevent disruptions to school 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 School 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 school property voluntarily, he/she will be subject to removal from school property by school 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.

**10. Search of Vehicles**

Where there is reasonable suspicion that a substance or object is present which is illegal, contraband, or which poses a threat to the health, welfare or safety of the school community, the School reserves the right to search vehicles that are on school property to discover and/or confiscate any prohibited materials.

**11. Interruptions of Teachers During Teaching**

With the exception of emergency situations, teachers should not be interrupted by anyone during their classes for any prolonged interview, even on matters relating to school. Teachers are prohibited from allowing any suspension of any of their duties in consequences of the visit of personal friends or sales people.

Teachers will be summoned to the office to answer emergency telephone calls. In all other telephone messages, the teacher will be informed as to the name of the caller, his/her

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telephone number and the time the call was received, so that s/he may return the call at his/her convenience.

## **12. Solicitors**

Authors, agents, canvassers and other solicitors shall not be permitted to visit the school or classes for the purpose of recommending or exhibiting any books, maps, or other apparatus of any kind, and no person shall be allowed to deliver any address or lecture unless authorized by the Principal and/or the Executive Director.