



## **POLICY 910 – SCHOOL VISITORS**

### 1. **Purpose**

The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. The West Jefferson Hills School District endorses parent/guardian visitation as a means of establishing effective home-school communications. The District also endorses extensive involvement of parents/guardians and community in school affairs including tutoring of students, special programming and general volunteer assistance. To ensure order in the District's schools, it is necessary for the Board to establish policy governing school visits.

### 2. **Delegation of Responsibility**

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.

### 3. **Guidelines**

#### **Reporting to the Office**

School visitors shall be required to register at the main office and state purpose of visit. All visitors are required to receive and wear a visitor's badge. Upon completion of visit, visitors are expected to sign-out and return the badge to the main office.

#### **Scheduling of Appointments**

Persons wishing to visit a school shall make arrangements in advance with the school office in that building. The principal has the prerogative to approve, disapprove or reschedule the visit for a more appropriate time.

#### **Types of Visitations/Observations**

1. Meeting to discuss school/student issues.
2. Parent/Guardian classroom visit.
3. Tutoring and volunteering.

### Visitation Guidelines

1. Meeting/appointment should be scheduled at least twenty-four (24) hours in advance. Exceptions may be made at the discretion of the building principal or designee in the case of an emergency.
2. Principals should be advised of any scheduled parent/guardian meeting/appointment and the purpose of the visit.
3. Visitations related to tutoring and volunteering are to be arranged beforehand with the teachers and require Act 34, 151 and Fingerprint clearances.
4. Visitations related to classroom observations do not require Act 34, 151 or Fingerprint clearances.
5. Observations of teachers must have an educational purpose and cannot be excessive or obstructive.
6. No more than two (2) parents at one time should be permitted to visit a classroom.

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.

### Visitor Conduct

All visitors or other persons on school premises must identify themselves when requested by school personnel. This includes school-sponsored activities and events. If the person does not properly identify him/herself and his/her purpose, the person is considered to be trespassing. Members of the public may be charged with criminal trespass for failure to promptly vacate the property upon proper notice or notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

Any person whose actions or language threaten the health, safety or welfare of students or staff will be barred from visiting a school or attending a school-sponsored event.

In the event a parent/guardian is barred from the building, the following procedures need to occur to permit visitations:

1. Parent/guardian or other individual must call the school to request a visit.
2. Twenty-four hours' notice must be given for visitation.
3. Individual will be accompanied by school security personnel throughout the visit.

### Classroom Observations

Any parent/guardian of a District student shall be given the privilege of visiting the school in which his/her child is located for the purpose of observing a teacher in the process of teaching his/her child. The visits to the school shall be on the days and at the times approved by the school's principal. An observation shall mean the observation of one (1) teacher during one (1) class period or any part thereof, on any school day.

### Audio, Video Recording or Photographs

No visitor shall be permitted to photograph, record audio, or videotape any person or any part of the building or to tape record any conversation or non-public meeting (i.e., parent-teacher conferences, IEP meetings, etc.) or event without the express consent of the building principal and each individual meeting/conversation participant. Audio or video recording of individual meetings may be permitted if such recording is required to permit a person with a disability to meaningfully participate in the meeting. Requests for accommodations should be directed to the building principal. This prohibition shall not apply to public meetings or work sessions of the Board or in any instance that would violate the Sunshine Act.

With permission of the building principal or designee, visitors may be allowed to record or videotape school activities (i.e., assemblies and Commencement) for personal use only.

#### References:

School Code – 24 P.S. §5-510

Adopted: June 28, 2011