

FERNDALE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: FEBRUARY 21, 2007

REVISED: FEBRUARY 18, 2009

907. SCHOOL VISITORS	
<p>1. Purpose SC 510</p>	<p>The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To maintain order in the schools, it is necessary to establish guidelines governing school visits.</p>
<p>2. Authority</p>	<p>The procedures set forth in this policy are designed to maintain the safety of Ferndale Area School District students and staff. It assures that appropriate opportunities have been outlined for parents/guardians to be involved in the educational process of their children.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or building principal has the authority to prohibit the entry of any individual to a school of this district, in accordance with the following.</p> <p>All visitors must report to the building office directly upon entering school property to register and secure permission to conduct a visitation and receive a visitor's pass.</p> <p>If the visitation is for a parent/guardian or teacher-initiated parental conference concerning the parent's/guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting for this purpose shall register at the office of the principal prior to proceeding to the conference site.</p> <p>All visitors are expected to have scheduled appointments. Appointments may be scheduled, before or after school, or at a mutually convenient time. Exceptions may be made in the case of emergencies. Parent-Teacher Organization meetings and building-wide programs with open invitations from building administration are considered scheduled appointments.</p> <p>Unscheduled visits or conferences with teachers or students during the school day result in interruption of the overall educational process and are generally discouraged except in an emergency or unusual circumstances. Visitors may not interrupt a teacher who is teaching a class, supervising students, or on his/her planning time or lunch time.</p>

No visitor may confer with a student in school, other than a student of whom she/he is the parent/guardian, except as otherwise permitted by law, without prior permission of the building principal.

No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval of the Superintendent and permission by the parent/guardian, and the student.

The classroom teacher of a student requesting that a parent/guardian be allowed to observe a class for a specific period shall obtain prior written approval from the building principal.

Teachers shall not discuss individual students or the performance of those students with any nonschool persons, except the student's parent/guardian, unless written permission is granted by the parent(s)/guardian(s) or the parent/guardian is in attendance. Exceptions to this policy may apply in connection to cooperation with law enforcement officials and probation officers or as required by law for student assistance purposes.

Staff members shall be expected to require that a visitor has duly registered at the school office and received authorization to be present for the purpose of conducting business. Any unauthorized visitors presence in the building shall immediately be reported to the school office and the staff aware of the same shall take appropriate action to protect the staff and students based upon the circumstances as known to them at the time.

Should an emergency require that a student be called to the school office to meet a visitor, other than a parent/guardian, the principal or his/her designee shall be present during the meeting.

Classroom Observations

Classroom observations are limited to parents/guardians of enrolled students. Observations may be approved by the building principal and advanced written notice is provided to the classroom teacher of the scheduled observation when the following have occurred:

- 1. Written request to visit has been submitted to the principal on the form provided by the district at least one (1) day prior to the visit and is subsequently approved by the principal. This provision may be waived at the discretion of the principal, if circumstances dictate.**
- 2. The principal has notified the parent/guardian of the appropriateness of the visit during the requested time frame.**

3. Classroom observations will be limited to no more than two (2) parents/guardians of any one (1) student at a given time.
4. A building principal may deny visitation privileges to any parent/guardian who has previously disrupted class activities or cannot justify a useful purpose of repeated classroom observations.

Exceptions

When there are scheduled classroom visits during American Education Week or other specifically designated programs, individual written requests will not be required.

Interested educators may observe classrooms with one (1) day prior notification, stated purpose and approval by the building principal, and advanced written notice is provided to the classroom teacher of the scheduled observation.

Out-of-district professionals needing to observe students as part of the multidisciplinary evaluation/reevaluation process must submit a request in writing at least one (1) day prior to the observation. Notification will be made by the principal as to the appropriateness of the visit during the requested time frame. In the event of approval of the request, advanced written notice shall be provided to the classroom teacher of the scheduled observation.

Agency personnel implementing a mental health or related student service plan in the school setting must have parental permission and a schedule approved by the building principal. In the event of approval of the request, advanced written notice shall be provided to the classroom teacher of the scheduled observation.

It is the policy of the Ferndale Area School District to prevent disruptions to district operations or the instructional process. All persons, including but not limited to parents/guardians, 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.

All persons are therefore informed that violation of this policy may result in removal from district property by appropriate district authorities and the prohibition of said individual from entering upon school property or attending District sponsored events. Members of the public may be charged with defiant trespass for failure to promptly vacate the property upon proper notice or

<p>School Code 510</p>	<p>notification, or for entry upon school property or attendance at a District sponsored event after being prohibited from such entry or attendance. In the case of prohibition upon entry onto school property or attendance at district sponsored events, such prohibition shall be communicated to the affected individual in writing and sent to his/her last known mailing address by certified mail, return receipt requested. In all cases, violators may be subject to all other applicable laws of the Commonwealth of Pennsylvania.</p> <p>In the case of a situation where the District is provided with written notice of the existence of a Court Order via which one parent is awarded sole legal custody of a student, the non-custodial parent shall, for purposes of this policy, not have the rights and/or privileges of a parent under this policy.</p>
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