

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: August 19, 2002

REVISED: September 17, 2007
August 18, 2008

907. SCHOOL VISITORS	
1. Authority	<p>The Board welcomes and encourages visits to school by parents, adult residents and interested educators.</p> <p>The Board recognizes that some school visits are planned and scheduled, while some are informal. Examples of informal visits may include, but are 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. Scheduled school visits may include, but are not be limited to: teacher conferences, discipline meetings, IEP team meetings or class observations.</p> <p>The Board also recognizes that there will be visits to the school during special events such as American Education Week or other specifically designated programs.</p> <p>To assure that the greatest benefit is derived from each visit and to ensure safe order in the schools and the protection of the rights of students and staff, the following guidelines shall govern all school visits.</p>
2. Delegation of Responsibility	<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 <u>or designee</u> has the authority and responsibility to implement these guidelines.</p>
3. Guidelines	<p>The Superintendent or building principal <u>School District</u> shall have the authority to permit or deny entry of any person to a school building of this district according to the following guidelines:</p> <ol style="list-style-type: none"> 1. <u>Reporting To The Office</u> <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. <u>A valid government-issued Pphotoieture</u> identification may <u>shall</u> be required <u>requested</u> in exchange for a school district visitor's identification badge, which must be visibly worn at all times while on school district property. All visitors will be escorted to their destination by a school employee.</p> <ol style="list-style-type: none"> 2. <u>Scheduling Visits</u> <p>All school visits shall be scheduled ahead of time. Parent-Teacher Organization</p>

meetings and building programs where parent/guardians 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 team 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/guardian, teacher or administrator, as applicable, and should be scheduled during the teacher's preparation time or before or after school. Unscheduled conferences will be allowed at the discretion of the principal and teacher. Conferences shall only be granted to parents and/or legal guardians. During conferences, teachers should not discuss information about a student or his/her progress with visitors other than a parent or legal guardian unless the parent or legal guardian is present.

5. 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.

Observations will be considered when the parent or legal guardian submits a request in writing to the principal three (3) school days prior to the visit and receives approval from the principal either verbally or in writing.

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

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 for that particular class.
- e. The needs of the children in that class.

There may be circumstances when an administrator will observe the class with the

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parent/guardian, if permission to visit is granted.

6. Discussions of Students

School personnel should not discuss individual students or the performance of those students with any non-school persons except that student's parent/guardian, without the written permission of such parent/guardian. Exceptions to this policy may apply in connection with cooperation with Children and Youth, and law enforcement officials.

7. Non-Parent Attendance At conferences

If a parent or legal guardian wishes to invite another individual to a school meeting regarding his/her child, the district requests that the parent/guardian provide the district with twenty-four (24) hours notice of who they intend to bring. Such notice, ~~while not required~~, will assist the district in making arrangements for the meeting, such as the amount of space needed or additional information needed, and help ensure a productive, child-centered meeting. Failure to provide such notice ~~may or may not shall~~ result in the rescheduling 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 district with at least forty eight (48) hours notice so that the district can consider the need for or arrange the presence of its legal counsel. Failure of a parent/guardian to provide notice of their attorney's presence may or may not 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 at the district's discretion and based on the circumstances of the case.

8. Audio, Video Recording Or Photographs

No visitor shall be allowed to photograph, record, audiotape, or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal. In general, Special Education Individual Education Plan conferences may be taped with one (1) school day prior notification to the principal and the availability of an administrator to attend the conference. An exception to this policy shall apply in the case of public meetings or work sessions of the Board.

9. Loud, Abusive And/Or Profane Language Or Behavior

It is the policy of the East Stroudsburg Area School District to prevent disruptions to district operations and the 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. If any visitor threatens, verbally abuses, or harasses a school employee, student, or another visitor, a building administrator will direct the visitor to leave the property.

All persons are therefore warned that if a visitor refuses to leave district property voluntarily, s/he will be subject to removal from district property by district school police, security or local law enforcement and may face other civil/criminal charges under applicable law. ~~be charged with trespassing for failure to promptly vacate the property upon notice or notification.~~ In all cases, violators will be subject to appropriate laws of the Commonwealth of Pennsylvania.

10. Students Leaving School Property

Students are not permitted to leave school property without prior permission from the office of the school principal. The school principal or designee shall not permit a student to leave school in the custody of anyone other than the parent/guardian or with the verified written or verbal permission of the parent /guardian.

11. Loitering/Causing Disturbance

Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without permission or who causes a disturbance may be guilty of loitering and may be prosecuted according to all applicable laws. A person is guilty of loitering when s/he loiters or remains in or about a school building or grounds; not having any reason or relationship involving custody of or responsibility for a student or any other specific, legitimate reason for being there; and not having written permission from anyone authorized to grant the same. Any school authority shall have the right to order all such loiterers or trespassers from any school grounds or building. If refusal occurs, such person will be bound over to the proper legal agency for proper adjudication.