

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: MAY 10, 2006

Tyrone Area School District

907. SCHOOL VISITORS	
1. Authority SC 510	<p>The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To assure order that the greatest benefit can be derived from such visits and to ensure order in the schools and the safety of students and staff; the following guidelines shall govern school visitations.</p>
2. Delegation of Responsibility	<p>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.</p>
3. Guidelines	<p><u>Reporting To The Office</u></p> <p>All visitors are to report to the building office to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given. Upon registering, guests will be issued a visitors badge and a pass with their destination.</p> <p><u>Scheduling Appointments</u></p> <p>All visitors are to have scheduled appointments. Parent/Teacher Association meetings and building programs where parents/guardians receive written invitations from the building administration are considered scheduled appointments. Exceptions may be made in the case of emergencies.</p> <p><u>Interruptions</u></p> <p>Visitors may not interrupt a teacher who is teaching a class. 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 in this policy.</p> <p><u>Parent-Teacher Conferences</u></p> <p>Parent-teacher conferences are encouraged. Such conferences may be requested by either the parent/guardian or the teacher and should be scheduled at a time convenient to all parties. Drop in conferences are discouraged.</p>

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 instruction 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. A written request to visit has been submitted to the principal on the form provided by the district at least two (2) school days prior to the visit and is subsequently approved by the building principal or building special education supervisor. When there are scheduled classroom visits during American Education Week or other specifically designated programs, individual written requests will not be required.
2. The principal has consulted with the teacher and has decided that the visit will be beneficial. The principal will notify parent/guardian or surrogate parent, by phone, of the appropriateness of the visit. The decision of the principal may be appealed to the Superintendent.

The principal will consider the following factors in deciding whether the visit will be beneficial:

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 a 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 American Education Week and other specially designated times.

Speaking With Students

Only visitors who are the parent/guardian, or surrogate parent of a student may confer with a student in school and only with the 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.

Discussions Of Students

District personnel should not discuss individual students or the performance of those students with any nonschool 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.

Recording Events

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 by the building principal and/or building special education supervisor.

Loud, Abrasive And/Or Profane Language Or Behavior

It is the policy of the 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. 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 police may be notified and proper legal 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 be charged with trespassing for failure to promptly vacate the property upon proper notice of notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

Tyrone Area School District
Visitor Observation Request Form

Observer's Name _____

Address _____

Phone Number _____

Observation-Availability (Days and Times) _____

Classroom to be Observed _____

Building _____

Observation Rationale _____

* **Note:** Board Policy 907 - School Visitors: Visitations of classrooms by persons other than school employees while a class is in progress invariably leads to disruption of the learning process. Accordingly, such visitations are not encouraged and will not be approved unless found to yield a useful educational purpose.

<u>Date</u>	<u>Signatures</u>	<u>Approved</u>	<u>Not Approved</u>
_____	Building Level Special Education Supervisor (if applicable)	_____	_____
_____	Building Principal	_____	_____