AVON GROVE SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: November 13, 2001

REVISED: October 23, 2008

	907. SCHOOL VISITORS
1. Purpose	The Board welcomes and encourages visits to schools by parents, guardians, community members or interested educators. To assure the greatest benefit can be derived from such visits while maintaining the educational and management function of the schools, policy guidelines have been developed.
2. Authority	The procedures set forth in this policy are designed to maintain the safety of Avon Grove School District students and staff. It assures appropriate opportunities have been outlined for parents/guardians to be involved in the educational process of their children.
3. Delegation of Responsibility Pol. 904	The Superintendent or building principal shall have the authority to allow or limit a visitor's entry to a school or classroom. Visits are generally confined to school hours, although the public may attend school events as permitted by Board policy.
4. Guidelines	<u>Reporting to the Office</u> All visitors must report to the building office directly upon entering school property to secure permission to conduct a visitation and receive a visitor's pass. <u>Scheduling of Appointments</u> All visitors are to have scheduled appointments. Appointments may be scheduled during a teacher's planning time, 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 the building administration are considered scheduled appointments. <u>Interruptions</u> 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 circumstance. Visitors may not interrupt a teacher who is teaching a class or supervising students.

Speaking With Students

No visitor may confer with a student during the school day without prior permission from the building principal or principal's designee. Such permission may include, at the administrator's discretion, a school staff member being present during the meeting. A specific meeting site will be designated by the building principal or designee. 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.

Discussions of Students

Teachers should 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 or the parent 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.

CLASSROOM OBSERVATIONS

Classroom observations of enrolled students are limited to their parents/guardians. Observations may be approved by the building principal when the following have occurred:

1. A written request to visit has been submitted to the principal 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 of the appropriateness of the visit during the requested time frame.

3. Classroom observations will be limited to no more than two parents of any one student at a given time.

4. A building principal may deny visitation privileges to any parent who has previously disrupted class activities or cannot justify a useful purpose of repeated classroom observations.

5. The decision of the principal to deny permission for a classroom observation may be appealed to the Superintendent of Schools.

	EXCEPTIONS 1. When there are scheduled classroom visits during American Education Week or other specifically designated programs, individual written requests will not be required. 2. Following the completion of kindergarten registration for the upcoming school year, parents of registered incoming kindergarten students may visit a kindergarten classroom during the first week in May with prior approval of the building principal. 3. Interested educators may observe classrooms with one (1) day prior notification, stated purpose, and approval by the building principal. 4. Professionals such as psychologists, psychiatrists, etc. needing to observe students as part of the multidisciplinary evaluation/reevaluation process must submit a written request 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. 5. Agency personnel implementing a mental health or related student service plan in the school setting must have parent permission, approval from the Superintendent or his designee, and a schedule approved by the building Principal.