

**11300 SCHOOL VISITS**

11301 Visitors to School

The Board welcomes the active interest of parents and citizens in their public schools, and invites the community to visit at any time. The Board also acknowledges that classroom observations may be necessary to fully plan and implement a student's Individualized Education Program (IEP) and that outside experts (educational consultants who are employed by the parents) may be needed to conduct observations for the purpose of assisting parents or guardians with IEP development or other educational concerns.

However, since schools are a place of work and learning, certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

- Anyone who is not a regular staff member or student of the **District school** will be termed a "visitor".
- Any visitor to the school must report to the office of the principal upon arrival at the school.
- Parents, citizens, or outside experts who wish to observe a classroom while school is in session must arrange such visits in advance with the principal, so that class disruption may be kept to a minimum. The principal may either deny or approve the classroom observation request. If the principal denies the request, the decision may be appealed to the Superintendent. The date, time, and length of the classroom observation will be scheduled by the principal.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- All visitors to classrooms must comply with regulations established by the Superintendent or his/her designee.
- No devices capable of recording images or sound are permitted during the observation.

Relative to Military visitors (active and retired members of the armed services, their reserve components or the National Guard) that visit District property in accordance with this Policy, or otherwise, the District shall not impose any restriction or prohibition on (i) the wearing of official military uniforms authorized by the Federal Government or (ii) visiting or meeting with a District employee or student so long as the requirements of this Policy, and other applicable District Policies, are adhered to.

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2       **As a part of the District’s effort to provide a safe and secure**  
3       **environment for its students and employees, the administration is**  
4       **hereby authorized to develop administrative procedures that govern**  
5       **visitors.**  
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7       Adoption Date       -   September 13, 1999

8       Revised             -   October 11, 2010; **December \_\_\_\_, 2015**

9       Practice            -   

10      Legal Reference    -   22 PA Code, § 14.108.

11                           24 P.S. §2402