

ALLENTOWN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: June 21, 2007

REVISED:

907. SCHOOL VISITORS	
1. Authority SC 510	The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure order in the schools and to assist in providing for a safe and optimum learning environment, it is necessary for the Board to establish policy governing school visits.
2. Definitions	<p>A visitor is a person who enters school property to see someone in a professional capacity, to inspect or learn more about building operations and programs, or to attend their student's educational conference.</p> <p>A volunteer is a person who has been authorized by the building principal or district Superintendent to enter school property to offer a service to students, teachers, or school operations.</p>
3. Delegation of Responsibility	<p>The Superintendent shall develop and implement guidelines governing school visits.</p> <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 this policy and Board guidelines.</p>
4. Guidelines	<p>A visitor shall register at the school office to obtain authorization for a visitation and shall abide by these guidelines.</p> <p>A visitor shall schedule all conferences and visits in advance.</p> <p>Conferences concerning student progress shall be scheduled with the teacher. Other visits shall be scheduled with the building principal.</p> <p>Each visitor shall receive a visitor pass which must be worn so that it is easily seen.</p>

<p>Pol. 225</p>	<p>Parents/Guardians wishing to observe their childrens' classes must obtain prior approval from the teacher and building principal. Parental observations are limited to classes in which their children are currently enrolled. All class observations are subject to the requirements set forth in the administrative regulations regarding school visitors. Date and time of classroom observations shall be determined by the building principal and the classroom teacher. Visitors shall not interrupt instruction.</p> <p>No visitor shall be permitted to take photographs or videos in any part of any school or to tape record any conversation of any kind at the school, without prior approval of the principal and Superintendent or Superintendent's designee.</p> <p>The building principal or designee shall be present during an unscheduled meeting in which a student is called to the school office to meet with a visitor who is not the child's parent/guardian.</p> <p>A school employee shall immediately report to the principal or designee any unauthorized visitor and/or any visitor not behaving in a manner consistent with this policy.</p> <p><u>Exceptions</u></p> <p>With prior approval of the building principal these persons are not required to follow the guidelines for visitors:</p> <ol style="list-style-type: none">1. Volunteers.2. A nondistrict employee providing delivery of goods or services to an authorized district employee. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 225</p>
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