

**Lower Merion School District**

**ADMINISTRATIVE REGULATIONS**

Policy No.: 907  
Section: COMMUNITY  
Title: VISITORS TO SCHOOL DISTRICT BUILDINGS  
AND CLASSROOMS DURING THE SCHOOL DAY  
Date Last Revised: 3/6/2020; 5/17/10; 3/6/20

**R907 VISITORS TO SCHOOL DISTRICT BUILDINGS  
AND CLASSROOMS DURING THE SCHOOL DAY**

*Procedures and Rules Applicable to Visitors to All District Buildings*

All visitors are expected to state a legitimate purpose for their visit prior to or immediately upon being admitted to the building. Any request or question from a visitor to a school building about the school, or its students, shall be directed first to the building principal's office.

All visitors to District buildings during the school day must report to, sign in and register and sign out with the lobby greeters or other designated District building personnel upon entering and exiting the building. Registration must be completed prior to conducting any business in the building. All visitors must wear the appropriate District visitor badge/identification.

All District employees are authorized to order any person failing to follow the above procedure (or any other trespassers) to leave school property as permitted by applicable law. Any person, ordered to leave school property, who fails to do so, shall be reported to the building principal or designee and, where appropriate, to the police.

*Classroom Observations*

At times, parents/guardians with children in the schools and other community members desire to attend one or more class sessions for the purpose of observation ("classroom observations"). The building principal or designee will make reasonable efforts to accommodate such requests, so long as doing so can be accomplished without disruption to normal school operations. The building principal or designee may take into consideration the timing and volume of requests, the school calendar, and other relevant factors in arranging a time for such observations. The following rules apply to classroom observations.

1. Requests for classroom observations must be directed to the building principal in writing in advance of the visit.
2. Each request must provide the name of the visitor, date, time, duration and purpose of the proposed classroom observation.
3. The building principal or designee shall discuss the request and purpose of the classroom observation with the requesting individual to establish the individual's role during the requested classroom observation. If the building principal approves the

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classroom observation, they shall emphasize to the visitor the need to avoid disruption to the educational program. The building principal or designee may terminate a classroom visitation at any time if, in their judgment, the visit is disrupting children, staff, or the learning process, or if the visit becomes a threat to the health, safety, or welfare of children or staff.

4. Visitors shall consist of not more than two (2) people designated at any one (1) time, unless otherwise approved by the building principal. Parents/guardians must identify in writing the name, address, telephone number and professional credentials of, and must sign a release permitting the disclosure of personally identifiable information to, any appropriately qualified professional that they have designated to visit the classroom or program site of their child.
5. Discussing or sharing information regarding specific children, other than the visitor's own child, is prohibited.
6. The building principal or designee shall schedule the classroom observation with the classroom teacher.
7. The final determination on the arrangements for the classroom observation will be made by the building principal or designee.
8. No request will be granted that would disrupt the educational program, as determined by the building principal.
9. The building principal or designee may accompany any visitor during the classroom observation and will address any questions or concerns following the classroom observation. Classroom visitors must remain in locations designated by the principal or designee at all times.
10. Classroom observations should be limited both in terms of frequency and duration, as determined by the building principal.
11. Classroom visitors should respect the educational process by refraining from interacting with the teacher or students in the classroom during the classroom observation.
12. Visitors are not permitted to take photographs or use audio or recording devices during a classroom visitation, without the prior approval of the building principal or designee

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13. Anyone who does not comply with this expectation will be asked to leave school property and may be precluded from participating in future classroom visitations.

Building principals may establish additional procedures to supplement those outlined in this Policy. Any such procedures should be publicized through appropriate forms of school-to-home communication.

School Tours

From time to time, parents/guardians desire to learn more about our school district by touring a school. Like other school visits, a “school tour” must adhere to the rules and restrictions set forth above. Additionally, the principal shall have the discretion to determine when, where, and the means by which such tours are provided. For example, tours may be led by members of the Home & School Association and may be given of only the main areas of the building such as the cafeteria, auditorium, and library spaces. No tours will be given of active classroom spaces or other areas where direct instruction is being provided. Tours may also be conducted in groups and may require pre-registration on assigned dates.

School Volunteers

As the District recognizes and appreciates the efforts of volunteers who assist in the classroom, the above rules do not apply to individuals attending the class as a volunteer at the request of the teacher or building administrator. To the extent practicable, volunteers not actively assisting in classroom instruction are encouraged to conduct volunteer activities before or after school or outside of the classroom itself.

Injuries to School Visitors

All injuries to school visitors occurring on school property shall be reported to the school nurse by the building administrator or designee. Therefore, all injuries to school visitors must be reported to the building administrator. These, in turn, will be reported to the central District administration through the periodic reports of the school nurse.