

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: COMMUNITY  
 TITLE: SCHOOL VISITORS  
 ADOPTED: June 23, 2004  
 REVISED: August 19, 2009  
 March 14, 2011

907. SCHOOL VISITORS	
<p>1. Purpose SC 510</p>	<p>The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure order in the schools, it is necessary for the Board to establish policy governing school visits.</p>
<p>2. Authority</p>	<p>The procedures set forth in this policy are designed to maintain the safety of Hampton Township School District students and staff. It assures that appropriate opportunities have been outlined for parents/guardians to be involved in the educational process of their children.</p>
<p>2. Delegation of Responsibility</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 Board guidelines.</p>
<p>3. Guidelines <u>School Code 510</u></p>	<p>Persons wishing to visit a school should make arrangements in advance with the school office in that building.</p> <p>All visitors must report to the building office directly upon entering school property to register and secure permission to conduct a visitation and receive a visitor's pass.</p> <p>If the visitation is for a parent/guardian or teacher-initiated parental conference concerning the parent's/guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting for this purpose shall register at the office of the principal prior to proceeding to the conference site.</p> <p>All visitors are expected 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 building administration are considered scheduled appointments.</p> <p>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 circumstances. Visitors may not interrupt a teacher who is teaching a class or supervising students.</p>

Visitors are expected to maintain an appropriate level of decorum while interacting with students in any school situation.

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(s)/guardian(s) or the parent/guardian is in attendance. Exceptions to this policy may apply in regard to cooperation with law enforcement officials and probation officers or as required by law for student assistance purposes.

Staff members shall be expected to require that a visitor has duly registered at the school office and received authorization to be present for the purpose of conducting business.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

#### *Classroom Visits*

Classroom visits are limited to parents/guardians of enrolled students.

Classroom Observations Subject to Visitation – A parent/guardian, or a person with appropriate professional expertise designated by a parent/guardian may visit a classroom or program site when:

1. The District has specifically recommended that classroom or program for their child.
2. The District has assigned the child to that classroom or program.
3. The child is currently placed in that classroom or program.
4. The parent is interested in a potential program/classroom option.

Visits may be approved by the building principal when the following have occurred:

1. Written request to visit has been submitted to the principal on the form provided by the District at least five (5) days prior to the visit and is subsequently approved by the principal. If for any reason the visit is denied, the principal will notify the parents two (2) days before the visit. This provision may be waived at the discretion of the principal, if circumstances dictate.

2. A building principal may deny visitation privileges to any parent/guardian who has previously disrupted class activities or cannot justify a useful purpose of repeated classroom visits. This decision may be appealed to the Superintendent.

#### Conditions of Classroom Visits

In order to provide an educational environment free from distractions, each visit is limited to 40 minutes (or one class period) in duration and may not exceed three (3) visits during any one school year, however exceptions may be granted for extenuating circumstances by the building principal in consultation with the Superintendent.

Visitors shall refrain from disruptive conversation and from interaction with children or staff during the period of classroom or program observations. If a visitor needs to confer with the classroom teacher, the visitor should arrange to speak with the classroom teacher

<p>24 P.S. Sec. 2402 Pol. 250</p>	<p>at a mutually agreeable time while students are not present.</p> <p>During the visit, all visitors shall remain in such locations within the classroom or program site as are designated by the accompanying District staff member or the staff member responsible for the classroom.</p> <p>Questions or concerns about a visit or about anything observed during a visit must be addressed to the accompanying District staff member, or by appointment, to the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members.</p> <p>During classroom observations, no visitor shall be allowed to photograph, video or audio record any person or any part of any building or to video and/or audio record any conversation of any kind without prior approval of the Superintendent and permission from the parent/guardian.</p> <p>Visitors should refrain from talking, eating, moving around the classroom or engaging in any other behavior that may be disruptive to the instructional program.</p> <p>Visitors shall keep their observations of other children confidential. Visitors will refrain from discussing or sharing their observations of any children other than the subject of their observation to ensure the privacy and confidentiality of every individual.</p> <p>Classroom observations will be limited to no more than two (2) parents/guardians of any one (1) student at a given time.</p> <p>Visits are not to be scheduled on days when school is on an emergency delayed start or when special activities or field trips are planned.</p> <p>Exceptions</p> <p>When there are scheduled classroom visits during American Education Week or other specifically designated programs, individual written requests will not be required.</p> <p>Agency personnel implementing a mental health or related student service plan in the school setting must have parental permission, approval from the Superintendent or his/her designee and a schedule approved by the building principal.</p> <p><u>Military Personnel</u></p> <p>Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:</p> <ol style="list-style-type: none"><li>1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.</li><li>2. Wear official military uniforms while on district property.</li></ol>
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907. ATTACHMENT

Hampton Township School District

**VISITOR CONFIDENTIALITY AGREEMENT**

**Date:** \_\_\_\_\_

**Location of Visit:**   **(Building)** \_\_\_\_\_ **(Room)** \_\_\_\_\_

**Date of Visit:** \_\_\_\_\_

**Reason for Visit:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand the right of each student and his/her family to confidentiality and agree to comply with state and federal regulations and Hampton Township School District policy regarding confidentiality of student information. My signature indicates I will not at any time communicate in oral or written form information obtained about any student as a result of my visit without the written consent of the parent/guardian.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship to Student or Agency Position

\_\_\_\_\_  
Print Name

(03/14/11)