

# Monroe Career & Technical Institute

SECTION: COMMUNITY  
 TITLE: SCHOOL VISITORS  
 ADOPTED: February 1, 2010  
 1ST READING: January 11, 2010

<b>#907 – SCHOOL VISITORS</b>	
1. Authority SC 1850.1	<p>The Joint Operating Committee welcomes and encourages visits to the school by parents/guardians, adult residents and interested educators.</p> <p>The JOC recognizes that some school visits are planned and scheduled, while some are informal. Examples of informal visitations may include, but not be limited to: delivery of school materials or other items to students, visiting with the Health Officer, meeting students for early release, or dropping off students for late arrival. Scheduled school visits may include, but not be limited to: teacher conferences, discipline meetings, IEP team meetings, or class observations.</p>
2. Delegation of Responsibility	The Director/designee has the authority to prohibit the entry of any individual to the school, in accordance with JOC guidelines.
3. Procedures	<p>The Director/designee shall have the authority to permit or deny entry of any person to the school when the following procedures have been complied with:</p> <ol style="list-style-type: none"> <li>1. <u>Visitor Sign-In</u> <p>All visitors are required to register at the reception area before proceeding to their destination. Visitors shall submit a picture ID at the time of registration and, in exchange will be given a visitor's badge. Student related matters will immediately be reported to the Pupil Services Office.</p> </li> <li>2. <u>Scheduling Appointments</u> <p>Visitors are encouraged to have scheduled appointments. Meetings or programs for which written invitations are issued will be considered scheduled appointments. Exceptions may be made by administration if the situation is considered an emergency.</p> </li> <li>3. <u>Interruptions</u> <p>Visitors may not interrupt a staff member carrying out his/her professional duties.</p> </li> <li>4. <u>Conferences with Teachers</u> <p>Conferences, by appointment are encouraged, and may be initiated or requested by legal parents/guardians, teachers, guidance or administration. Meetings will be scheduled during school operating hours or at a mutually agreed upon time.</p> </li> </ol>

5. Classroom Visitations

Classroom visitations can assist legal parents/guardians, community members, or interested educators in gaining a better sense of the instructional process through direct observation of teaching and learning activities. Since this may cause a disruption to the learning process, the Director/designee will evaluate the benefit of the visit and compare it with the potential for disruption. The Director/designee may attend any or all of the visitation period.

Visitations may be approved when the following have occurred:

- a. A written request to visit has been submitted to the Director/designee, on the form provided by the school, no less than two (2) school days prior to the visit.
- b. The request has been approved by the Director/designee. Upon administrative approval, the person making the visitation request will be notified.

The Director/designee will consider the following factors when reviewing the classroom visitation request form:

- a. The purpose of the observation.
- b. The duration of the observation.
- c. The classroom activities planned during the observation.
- d. The number of previous observations of that particular class.
- e. The needs of the children in that class.

6. Speaking with Students

Only visitors who are the legal parent, guardian, or documented surrogate parent of a student may confer with a student in school and only with the prior permission of the director/designee. Exceptions to this policy will be granted in emergency situations and in the case of military recruiters, college recruiters, etc., where advance arrangements are made with the director/designee. Visits or conferences with students during the school day can result in the interruption of the overall educational process and are generally discouraged, except in emergency or unusual circumstances.

7. Discussions of Students

Teachers should not discuss individual students or the performance of those students with any non-school persons except that student's legal parent /guardian. Exceptions to this policy may apply in connection with cooperation with law enforcement officials.

8. Non-Parent Attendance at Conferences

If a legal parent/guardian wishes to invite another individual to a school meeting regarding his/her child, MCTI requests that the parent provide MCTI with twenty-four hours notice of who they intend to bring. Such notice, will assist MCTI in making arrangements for the meeting, such as the amount of space needed or additional information needed, and help ensure a productive, child-centered meeting. Failure to provide such notice will not result in the rescheduling of a meeting. School employees may not discuss confidential information about a student with anyone other than the student's

<p>School Code 1850.1</p>	<p>legal parents/guardians.</p> <p>If a parent or legal guardian intends to bring an attorney to any school meeting, it is required that they provide MCTI with at least 24 hours notice so that MCTI can arrange for the presence of its legal counsel. Failure of a parent to provide notice of their attorney's presence may result in rescheduling of the meeting</p> <p>9. <u>Recording Events</u></p> <p>No visitor shall be allowed to photograph or videotape any person or any part of the building or to tape record any conversation of any kind without prior approval by the director's designee and the Director. An exception to this policy shall apply in the case of public meetings or work sessions of the JOC.</p> <p>10. <u>Loud, Abrasive and/or Profane Language or Behavior</u></p> <p>It is the policy of the MCTI to prevent disruptions to school operations and the instructional process. All persons, including but not limited to, students, parents, employees, visitors and members of the general public are prohibited from the use of foul, profane and abusive language, whether spoken or written, or for a tirade in any manner in the school buildings or upon school grounds. If any visitor threatens, verbally abuses, or harasses a school employee, student, or another visitor, a building administrator will direct the visitor to leave the property.</p> <p>Visitors refusing to leave MCTI property voluntarily, will be subject to removal by security or local law enforcement and be charged with trespassing for failure to promptly vacate upon request. Violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.</p>
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**ADOPTED: December 11, 2006; May 7, 2007**

**Monroe Career and Technical Institute**

**CLASSROOM VISITATION**

Name of Visitor: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Program Area of Student: \_\_\_\_\_

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

Expected Duration of Visit: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

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

**SIGNATURES**

\_\_\_\_\_  
Visitor

\_\_\_\_\_  
Date Submitted

*Per policy, this form must be submitted two (2) days prior to the visit and is subsequently approved by the director's designee.*

\_\_\_\_\_  
MCTI Administrator

\_\_\_\_\_  
Date Received

Copies: (1) Visitor  
(1) MCTI Administrator  
(1) Program Instructor \_\_\_\_\_