

R 9150 SCHOOL VISITORS

A. Definition

"Visitor" means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents, family members, district residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, "visitor" does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

B. Parent visitation during plays, field trips or other school events are welcome, however, individual parent visitations to classrooms for observations are generally considered to be disruptive to the educational process. However, there may be times that parent visitation for classroom observations are appropriate. At the building principal's discretion parents will be permitted to visit/observe their child during an instructional period on a limited and restricted basis. The following guidelines have been established to ensure consistency in parent visitations districtwide:

C. Registration

1. Parents and community members visiting a school shall follow school safety protocol by displaying photo identification and explaining the reason for their visit. Go first to the main office or other designated sign-in area, using the front entrance, identifying himself/herself, and expressing his/her reasons for the visit.
2. The Principal, or his/her designated agent, shall thereupon set up a schedule for the visit according to guidelines in section C:5. Unless absolutely necessary, the visit shall not be delayed. However, should a visit to a particular classroom or program at that particular time interfere with the effectiveness of that classroom or program, the visit shall be scheduled at a more appropriate time.



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3. The Principal, or his/her designated agent, will have the visitor sign in and shall issue each visitor a visitor's badge.
4. American Education Week shall be observed in all schools. Principals shall arrange appropriate programs and issue invitations to parents and other community members to visit and participate. Senior citizens will be especially encouraged to visit schools during this week.
5. Parents who wish to visit the school for a classroom observation not part of American Education Week activities shall:
 - a. Limit their observation to the programs in which their child is participating.
 - b. Request the permission of the teacher(s) involved through the building principal at least twenty-four hours in advance of visit. The specific time and date of the visitation must be part of the request. Teachers are not permitted to grant parents permission to observe the instructional program under any circumstances.
 - c. The Principal/designee will confer with all involved teaching staff members to ascertain the suitability of the time and date of the proposed parent visit. The Principal/designee will contact the parents requesting the visit to confirm the time requested, or to suggest a more suitable time. Visitation will be scheduled with the following conditions:
 - Visitors may not talk or otherwise interact with any students or staff while observing instruction.
 - Video cameras or other recording devices are not permitted.
 - Only those who have been approved to visit a classroom for the purpose of observation will be permitted entry to the classroom. No younger children or siblings are permitted.
 - Regular sign-in procedures must be followed.(C,3).



- Visitors must be admitted to the classroom by the teacher.
- Visitors must be seated in the back of the classroom in the location decided by the classroom teacher.
- Visitors will be escorted to and from the classroom by office personnel.
- Other visitors accompanying the parent who have not received prior approval will be permitted to visit the classroom at the discretion of the building principal (i.e. advocates, behavioral specialists, etc.)
- Parent visitation prior to a special education placement either in self-contained or regular class shall be arranged twenty-four hours in advance by the student's case manager. The parent will be accompanied by the student's case manager for the duration of the visit.

- d. The building principal/designee will coordinate the time and date of the visit with appropriate staff.
- e. Visitation will be limited to the specific time requested.
- f. Drop in" visitation will not be permitted.
- g. Visitation privileges may be rescinded at anytime by the building principal/designee if the visitation is deemed to be disruptive to the educational program.

D. Disruptive visitors

1. The Principal has complete authority to exclude from school premises any person whom he or she believes may
 - a. Disrupt the instructional program;
 - b. Disturb teachers or students; or
 - c. Commit an illegal act.



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2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he or she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal may summon assistance from the Washington Township Police Department or SRO if on site.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
4. If the Principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Principal/designee must follow lock down protocol.

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