

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: 5/17/10

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

Specific Procedures and Rules

Scheduling

1. Visitors shall provide notification to the school office in the particular District building that will be visited prior to the scheduled visitation day and time.
2. Visitors must communicate to District staff a clear and legitimate objective for their visit.
3. If the visitation is for a parent or teacher-initiated parent conference concerning the parent's or guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the office of the Principal prior to proceeding to the conference site.
4. If the visitation is for any other purpose, arrangements must be made in advance through the office of the building Principal.
5. No visitations will take place unless visitors and the District have established a visitation date and time in advance.

Arrival and Departure

1. After the start of the school day, only one entrance shall be used by visitors to the school. All other entrances shall be locked.
2. Upon arrival at the school, visitors must register at the building office where they will sign in, receive a District visitor badge/identification, and receive instructions.
3. Visitors are required to wear the District visitor badge/identification throughout their entire building visit.
4. Upon departure of the school, visitors must sign out at the building office and return the District visitor badge/identification.

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: 5/17/10

Visitation Rules

1. Visitors shall consist of not more than two (2) people designated at any one (1) time without authorization of the building Principal.
2. 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.
3. Visitors shall refrain from disruptive conversation and from interaction with children or staff during the period of classroom or program observation.
4. Visitors should be aware that a District staff member other than the teacher, assistant teacher, or related service providers working with a child if applicable may be assigned to accompany any visitor.
5. 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.
6. No visitor may confer with a student in school without the approval of the building Principal.
7. No visitor will be allowed to record (by tape recorder, video recorder, photograph, or by any other electronic, digital or technical means) any image, person, part of building, or any conversation of any kind without prior approval by the Superintendent or building Principal.
8. 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.
9. 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.

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: 5/17/10

District and Staff Responsibilities

1. Staff members shall be expected to require that visitors have a District visitor badge/identification and have duly signed in at the building office.
2. Should an emergency require that a student be called to the school office to meet a non-parental visitor, the Principal or designee shall be present during the meeting.
3. The Board requires that all injuries to school visitors occurring on school property shall be reported to the school nurse by the building administrator or designee. Therefore, staff members shall immediately report any injury to a school visitor to the building administrator who will then report to the school nurse.
4. District staff shall not share with any visitor personally identifiable information concerning any students other than the student who is the subject of the observation.
5. The building principal or designee may terminate a visit at any time if, in that individual's judgment, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff.
6. A District staff member accompanying a visitor or the teacher responsible for the classroom if applicable, in his or her sole discretion, may also terminate a visit at any time if, in the judgment of that staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff and if deemed appropriate by the principal.
7. In the event a situation arises which presents a potential safety problem for the school community, the Superintendent, building principal and/or their designee is authorized to use whatever appropriate action is deemed necessary, including but not limited to, requesting the assistance of the Police.
8. Failure on the part of visitors to comply with District Policy, procedures, and rules shall result in more limited access to the applicable District building as determined by the building principal, consistent with Board policies and building/school rules as well as federal and state law and regulations.

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: 5/17/10

9. In response to extraordinary circumstances, or to comply with the requirements of law, regulation or order, the District may waive any timeline or condition established in this Administrative Regulation or its Policy. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions of this Administrative Regulation or its Policy.