

Lower Merion School District

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

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

The District welcomes the active participation of parents and other members of the school community in the District’s educational program. However, in order to ensure safety in District buildings and to prevent unnecessary disruption to classroom instruction, the Board establishes the following procedures and rules for visitors to District buildings occurring during the school day and authorizes the Superintendent to establish additional procedures and rules to implement this policy.

Please refer to Policy 713 *Access To School Facilities* for requests for access to school facilities for use by groups or for access to school facilities by individuals after school hours.

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.

The Superintendent, building principal or designee has the authority to prohibit the entry of any person to District school buildings for failure to comply with this procedure or as otherwise warranted.

Classroom Observations by Community Members

At times, parents 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 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.

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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 his/her designee shall discuss the request and purpose of the classroom observation with the requesting individual to establish the individual's role during the classroom observation, emphasizing the need to avoid disruption to the educational program.
4. Discussing the performance or behavior of specific children, other than the visitor's own child, is prohibited.
5. The building principal or his/her designee shall schedule the classroom observation with the classroom teacher.
6. The final determination on the arrangements for the classroom observation will be made by the principal or his/her designee.
7. No request will be granted that would disrupt the educational program.
8. The principal or designee may accompany any visitor during the classroom observation and will address any questions or concerns following the classroom observation.
9. Classroom observations should be limited both in terms of frequency and duration.
10. Classroom visitors should respect the educational process by refraining from interacting with the teacher or students in the classroom during the classroom observation.
11. Anyone who does not comply with this expectation will be asked to leave school property.

Building principals may establish additional procedures to supplement this policy. Any such procedures should be publicized through student handbooks or other forms of school-to-home communication.

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

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, 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.