

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: October 14, 1991

REVISED: September 23, 2002

	<p style="text-align: center;">907. SCHOOL VISITORS</p> <p>1. Purpose The Board welcomes and encourages visits to schools by parents, guardians, community members or interested educators. To assure the greatest benefit can be derived from such visits while maintaining the educational and management function of the schools, policy guidelines have been developed.</p> <p>2. Authority The procedures set forth in this policy are designed to maintain the safety of Middletown Area School District students and staff. It assures appropriate opportunities have been outlined for parents/guardians to be involved in the educational process of their children.</p> <p>3. Delegation of Responsibility The Superintendent or building principal shall have the authority to allow or limit a visitor's entry to a school or classroom. Visits are generally confined to school hours.</p> <p>4. Guidelines <u>Reporting to the Office</u> All visitors must report to the building office directly upon entering school property to secure permission to conduct a visitation and receive a visitor's pass. <u>Scheduling of Appointments</u> All visitors are 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 the building administration are considered scheduled appointments. <u>Interruptions</u> 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>
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Speaking With Students

No visitor may confer with a student during the school day without prior permission from the building principal or principal's designee. Such permission may include, at the administrator's discretion, a school staff member being present during the meeting. A specific meeting site will be designated by the building principal or designee.

Discussions of Students

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

Recording of Students

Visitors may be allowed to record or videotape school activities, i.e. assemblies, Commencement, and Transfer Programs, for personal use only.

CLASSROOM OBSERVATIONS

Classroom observations are limited to parents/guardians of enrolled students. Observations 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 one (1) days prior to the visit and is subsequently approved by the principal. This provision may be waived at the discretion of the principal, if circumstances dictate.
2. The principal has notified the parent of the appropriateness of the visit during the requested time frame.
3. Classroom observations will be limited to no more than two parents of any one student at a given time.
4. A building principal may deny visitation privileges to any parent who has previously disrupted class activities or cannot justify a useful purpose of repeated classroom observations.

5. The decision of the principal to deny permission for a classroom observation may be appealed to the Superintendent of Schools.

EXCEPTIONS

1. When there are scheduled classroom visits during American Education Week or other specifically designated programs, individual written requests will not be required.
2. Following the completion of kindergarten registration for the upcoming school year, parents of registered incoming kindergarten students may visit a kindergarten classroom during the first week in May with prior approval of the building principal.
3. Interested educators may observe classrooms with one (1) day prior notification, stated purpose and approval by the building principal.
4. Professionals such as psychologists, psychiatrists, etc. needing to observe students as part of the multidisciplinary evaluation/reevaluation process must submit a request on the form provided by the district at least one (1) days prior to the observation. Notification will be made by the principal as to the appropriateness of the visit during the requested time frame.
5. Agency personnel implementing a mental health or related student service plan in the school setting must have parent permission, approval from the Superintendent or his designee and a schedule approved by the building principal.

LOUD, ABUSIVE AND/OR PROFANE LANGUAGE OR BEHAVIOR

It is the policy of the Middletown Area School District to prevent disruptions to district operations and the instructional process. All persons, including but not limited to parents, 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. This policy will be particularly enforced if language or actions are professed in a loud and/or offensive manner or in a manner observable by other persons.

All persons are therefore warned that violation of this policy may result in removal from district property by appropriate district authorities. Members of the public may be charged with trespassing for failure to promptly vacate the property upon proper notice or notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

MIDDLETOWN AREA SCHOOL DISTRICT
55 West Water Street
Middletown, PA 17057

Visitor Confidentiality Agreement

DATE: _____

NAME: _____

Location of Visit: _____
School Room

Date of Visit: _____

Reason for Visit: _____

I understand the right of each student and their family to confidentiality and agree to comply with state, federal, and Middletown Area 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.

Signature

Relationship to Student or Agency Position

Print Name

Revised April 20, 1998