



Book	Policy Manual
Section	900 Community
Title	School Visitors
Code	907
Status	Active
Adopted	May 10, 2001
Last Revised	May 15, 2023

Authority

Springfield School District ("District") buildings are a vital part of the community. They are open from early in the morning to late in the evening. Functions occur in school buildings and on their grounds seven (7) days a week. The buildings are meant to serve the community and it is in the best interest of the community to help protect them. The principal, as the steward of each school building, is responsible for the safety and security of its physical assets and the people that use it. The principal, at the direction of the Superintendent or his designee and the Board of School Directors ("Board"), have the authority to regulate the usage of the school building and its assets. This includes when and how people may enter and the access they may have.

The Board requests that community members observe and report any abuse or wrongdoing to people, property, and physical assets of the school to the principal or to the Superintendent or the Executive Director of Operations.

Definition

The term school visitor means any individual who is present on school property, school vehicle or at a school activity, but does not include school employees or enrolled students.

Delegation of Responsibility

To ensure the safety of students, adult personnel, facilities, and physical assets, the Superintendent, building principal or their designee, has the authority, at his/her discretion, to approve or prohibit the entry of any person to the school.

The principal will consider the following factors in the approval process:

- *Purpose of the visit*
- *Duration of the visit*
- *Classroom activities planned during the visit*
- *Number of previous observations*

- *Needs of the students in class*

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. If a visitor refuses to leave cooperatively, he/she will be removed by local law enforcement. In all cases, violators will be subject to the Commonwealth of Pennsylvania laws.

With the above information considered, the Board welcomes and encourages visits to our schools by parents, other adult residents of the community, and interested educators. To ensure order and safety in the schools, it is necessary that the above procedures governing school visits be followed to establish guidelines governing school visits, which are administered by the building principal.

The Superintendent and/or Executive Director of Operations shall develop, maintain and enforce guidelines that support the directives established by this policy. The Board is committed to insuring there is a productive learning environment for all students. To enable the schools to meet this goal, program or classroom visitation procedures have been established by the Board to assist the administration and staff to keep a safe and productive learning environment for staff and students.

PROCEDURES:

- The Board respects the learning environment for all students. The Board respectfully requests all visitors turn off cell phones or electronic devices that could disrupt the learning process.
- Teachers cannot stop teaching to confer with parents or visitors during classroom or program visitations. Teachers will be happy to discuss the observation at a mutually convenient time.
- Parents may schedule up to two (2) classroom observations of forty-five (45) minutes in duration each semester.
- Staff will accompany visitors to the classroom.
- Administrator or designee may remain in the classroom with the visitor during the visit.
- Siblings may not attend program or classroom visitations.
- Visitors shall conduct themselves in a professional manner during visitation and while on District premises. During visitations, the Board prohibits solicitation to include promotion of any political or religious group of any type and for any purpose during the working day.

PROCEDURE FOR SCHOOL VISITATION:

If the visitation is for a parent or teacher-initiated parent conference concerning the parent or guardian's child, it must be scheduled in advance with an administrator or teacher. Upon arrival at school, a person visiting school for this purpose must register, sign in, and may need to show proof of identification at the main office of the school prior to proceeding to the conference site.

1. If the visitation is for any other purpose, arrangements must be made in writing at least five (5) school days in advance through the office of an administrator.
2. No visitor may confer with a student in school, other than the student of whom he/she is the parent or guardian, without prior permission of an administrator.
3. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record or use any electronic device to record any conversation or activity of any kind without the express permission of the building principal or his designee. Videotaping occurs at school events frequently.
4. All school visitations/observations will be accompanied by the building principal or their designee for the duration of the visit.
5. All school visitations/observations conducted by individuals not contracted or employed by the District shall be documented by the building principal and forwarded to the appropriate Director of Teaching and Learning and the Director of Student Services.
6. Visitors must show proof of ID and display a visitors badge while in the building.

PROCEDURE FOR CLASSROOM VISITATION:

Visitation of classrooms by persons other than program or school employees or designee(s) while a class is in progress invariably leads to disruption of the learning process. Accordingly, such visitations are not encouraged. Such visitations may be specifically approved subject to the preceding and to the following additional guidelines:

1. Where the parent or guardian or interested party of a child requests, in writing, to observe their child's assigned class for a specified period; or
2. Where the principal requests that a parent or guardian, person or interested party be allowed to observe their child's class for a specified period.
3. All classroom visitation reservations must be made at least five (5) school days in advance through the office of an administrator.
4. All classroom visitations/observations will be accompanied by the building principal or their designee for the duration of the visit.
5. All classroom visitations/observations conducted by individuals not contracted or employed by the District shall be documented by the building principal and forwarded to the appropriate Director of Teaching and Learning and the Director of Student Services.

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

This online posting is an electronic copy from Springfield School District's manual of currently adopted policies. The policies on this site are for informational purposes only and do not reflect updating activities in progress. It may be used for information and reference purposes only regarding issues of concern. Certified date-stamped copies are available from the District Open Records Officer and are valid for issues of concern within two (2) weeks of the stamped date.