

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: COMMUNITY
TITLE: INTERMEDIATE UNIT VISITORS
ADOPTED: NOVEMBER 20, 2002
REVISED: NOVEMBER 18, 2015**

907. Intermediate Unit Visitors	
1. Purpose	The Board welcomes and encourages visits to Intermediate Unit classrooms and programs, by parents/guardians, interested educators, and other individuals with a legitimate educational interest. To protect student confidentiality and prevent unnecessary interruptions, it is necessary for the Board to establish guidelines governing visits. There may be occasions when a request to visit will be denied.
2. Delegation of Responsibility	The Executive Director and/or designee are authorized to permit or deny to any person the opportunity to visit classrooms and programs.
3. Guidelines	<p>All visitors to an Intermediate Unit instructional program/service must have authorization.</p> <p>All parents/guardians, interested educators or other individuals with a legitimate educational interest who wish to visit a Luzerne Intermediate Unit instructional program must arrange the visit no less than one (1) day in advance of the visit. At the time of the request, visitors shall be made aware of individual building visitation requirements.</p> <p>The appropriate professional employee, after confirming that permission for the visitation has been granted, must notify the head teacher/principal and building secretary of the designated time and the name(s) of the person(s) expected. The building secretary will notify the staff member when the visitor(s) arrives in the building and has signed the visitor's registry.</p> <p>Visitors to classes located in the district locations shall be expected to comply with district visitation policies, in addition to those of the Luzerne Intermediate Unit.</p> <p>All visitors to the Intermediate Unit centers must sign in and out of the building in the visitor's registry in the building office. The visitor to a classroom housed in a district building must sign a visitor's registry maintained by the classroom teacher/clinical. Information in this registry shall include the visitor's name and address, date of observation, purpose of the visit, and time of arrival and departure.</p>

The visit shall be planned to minimize interruption to the instructional program. The length of the observation will be established by the professional. The visit should begin with a brief discussion that includes the length of time appropriate for the observation/conference. During this general orientation, the professional should volunteer to be available to answer questions at the close of the observation period.

As part of the orientation to an observation, the professional must inform the visitor of the right to confidentiality/privacy guaranteed to all students and their families under law. This prevents note taking that records student names or other confidential information. If an observer takes notes, s/he must be informed that the professional will review the notes. Photographing, audio and/or videotaping is prohibited.

Visitors shall be required to complete the Visitor Confidentiality Agreement form. The form is available in the center office or from the supervisor. A copy of the form is also in the Employee Handbook and may be copied. The form shall be completed in full and signed. Completed forms shall be forwarded to the Office of the Director of Student Services. The forms are valid for the school term in which they are signed. The form need only be completed one (1) time per visitor during any school year.

In the event an LIU supervisor/administrator or school district administrator (for classes located in district settings) arrives for an unannounced visit, s/he is not required to sign the visitor's registry or complete the Visitor Confidentiality Agreement. However, LIU staff shall volunteer only general classroom information to the visitor(s) (i.e., age range of the class, focus and content of the instructional program, etc.). No personal student data shall be provided, unless the individual is covered by the Authorized Personnel List maintained by the Intermediate Unit. If information is requested, the visitor may be directed to the supervisor and/or informed that the rules of confidentiality prevent providing the information.

If an unscheduled person should arrive for an observation/conference, the professional shall explain protocol and provide the name and phone number of the program supervisor or Director of Student Services. It should be explained that observations/conferences are always prescheduled so as not to interrupt the instructional program. If the visitors are parents/guardians of a student, the professional may call the program supervisor to determine the advisability of permitting an unscheduled visit.

If an individual engages in inappropriate conduct and/or generates concern on part of staff, a student or educational paraprofessional should be requested to go to the building office to solicit assistance in removing the offending individual from the building. The classroom teacher or other professional should never leave the students alone while going to solicit assistance. The program supervisor must be immediately notified of the situation. S/He shall determine the need to request assistance from the appropriate law enforcement agency.

If an individual arrives for an unscheduled visit in a district building where an LIU professional is providing contracted services to district students, the principal should be contacted, and building protocols followed. The LIU professional shall tell the principal whether or not the unscheduled visit is convenient or if other arrangements are preferred.

References:

School Code – 24 P.S. Sec. 964