

Wissahickon School  
District  
Ambler, Pennsylvania 19002

**SECTION: COMMUNITY**  
**TITLE: Community School  
Involvement**

FIRST READING: April 8, 2013  
SECOND READING: April 22, 2013  
ADOPTED: April 22, 2013  
REVISED:

**I. Purpose**

The Board of School Directors recognizes the importance and value of communicating to our community members about ways in which their involvement is encouraged in the programs and activities of the District.

**II. Authority**

Involvement of community members must be consistent with the educational goals of the District and must be conducted under the direction of professional staff members. The Superintendent or his/her designee should prepare guidelines delineating mechanisms for communication and involvement.

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### **ADMINISTRATIVE GUIDELINES**

Community participation should be encouraged and solicited in appropriate activities and/or programs. The District will communicate opportunities for community participation as they become available. Illustrative examples follow:

- Conferences with individuals or groups of staff members
- Volunteer opportunities (must be cleared by school principal)
- Ongoing advisory groups
- Ad Hoc Advisory Committees
- Attendance at public meetings
- Engage with parent, teacher and other community groups
- The provision of opportunities for meaningful involvement of community members, staff and students in the decision making process.
- Communication with the public, staff, and students will be conducted through all appropriate means.
- Parents/guardians, adult residents with an educational interest and/or interested educators are welcome and encouraged to visit District schools and classrooms.

The Wissahickon School District utilizes a Visitor's Pass Procedure in a continuing effort to ensure the safety of our students and staff. Pursuant to the Visitor's Pass Procedure, all visitors to District buildings, including schools, must enter the building through the main entrance of the building and proceed directly to the main office. Building visitors must sign their names and

time of entry and may be required to show photo identification. The visitor will be given a visitor's pass which must be worn in a prominent place at all times when the visitor is in the District building. At the conclusion of the visit, the visitor shall return to the main office, sign out identifying the time of departure and return the visitor's pass to the main office representative.

In an effort to ensure the health, safety and welfare of District students and staff, it is imperative that all persons in District building, including schools, be vigilant in regard to the building environment, including awareness of visitors in the building. All staff members will be required to ask any person they see in the building to show a visitor's pass if the visitor's pass is not already visible. Staff members are also required to respectfully direct any person without a visitor's pass who is in the building to the main office so that the visitor will sign in and receive a visitor's pass.

Parental interest in the educational process is important to the students' educational performance and visitation by parents of students in the school is encouraged. Parents shall make prior arrangements with school staff before visiting a District classroom. After the commencement of school, which begins at 7:30 a.m. at Wissahickon High School and Wissahickon Middle School and at 8:30 a.m. at District elementary schools, no visitors may interrupt the instructional process by attempting to communicate with a teacher while class is in session, absent an emergency situation. Parents, guardians and/or visitors are not permitted to enter the school building and go directly to their child's classroom or any other area of the building, but must first visit the main office, sign in and receive a visitor's pass. The Superintendent and/or his/her designee shall retain authority to impose reasonable restrictions to building access by any person so as to ensure the health, safety and/or well being of the students and staff of the Wissahickon School District.

#### VISITOR'S GUIDELINES

1. Visitors shall sign the visitor log located in the main office area and receive a visitor's badge which must be worn in a visible location at all times while the visitor is present in a District building.
2. Visitors should turn off all cell phones and beepers while inside the building.
3. Infants and young children should not accompany their parents into the classroom during a visit as this may disrupt the learning process.
4. Visitors should enter the classroom quietly and take a seat in the back of the classroom.
5. Visitors should not attempt to communicate with the teacher or the students during instructional time. It is important that classroom activities continue as planned by the teacher.

6. Visitors are welcome to view displays of student work. However, student work such as journals, logs, folders, etc. should not be perused by visitors unless the work is authored by their own children. This is to protect the confidentiality of all students in the classroom.
7. Visitors shall report to the Main Office area and sign out on the visitor's log before leaving the District building.