



Book	Policy Manual
Section	900 Community
Title	School Visitors
Code	907
Status	Active
Adopted	June 28, 2004
Last Revised	November 9, 2020

Authority

The Board welcomes and encourages visits to school by parents/guardians, adult residents, interested educators and other officials. To ensure order and safety, it is necessary for the Board to establish policy governing school building and campus visits.[\[1\]](#)

Delegation of Responsibility

The superintendent or his/her designee and building principal have the authority to prohibit the entry of any individual to a District school or property during school hours, in accordance with Board guidelines.

The superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a District school when necessary to protect the health and safety of students, staff and the public.

The superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

Guidelines

Persons wishing to visit a school building or campus facility should make arrangements in advance with the school office in that building.

Teachers, while engaging in assigned instructional duties, shall not be interrupted by parents/guardians or visitors, either by telephone calls, or personal contacts, except in emergencies. During school hours such contacts shall be made through the office of the building principal.

Upon arrival at the school building, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as present proper identification, sign in, receive a badge to be

worn while on school property, sign out at the conclusion of the visit, and be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.[2]

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.[3]

Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or his/her designee shall be present during the meeting.

Trespassing

No visitor is permitted on District property without proper authorization. A **visitor** is defined as any person who is not a member of the student body or an employee of the school who wishes to access a District school during school hours. Violators will be prosecuted for trespassing under Act 69 of the Commonwealth of Pennsylvania.

Agents and Salespersons in the Schools

Agents and sales personnel of textbooks, library books, school supplies, janitorial supplies, and so on must direct all solicitation and communications to the superintendent or other administrators designated to coordinate such matters.[4]

Under no circumstances are agents and sales personnel permitted to contact teachers or other staff directly. Permission to see any teacher or support staff may be requested from the building principal or appropriate department administrator.

A visitor is not considered to be a volunteer with the District. Volunteers are individuals who voluntarily provide service to the District, without compensation, from time to time throughout the school year or as a chaperone on a trip. Volunteers should refer to District policy 916 for more information and required procedures.[4]

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established guidelines.[\[1\]](#)[\[5\]](#)

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[6\]](#)[\[7\]](#)

1. Visit and meet with District employees and students when such visit is in compliance with Board policy and District procedures.
2. Wear official military uniforms while on District property.

Legal

[1. 24 P.S. 510](#)

2. Pol. 705

3. Pol. 709

4. Pol. 916

[5. 22 PA Code 14.108](#)

[6. 24 P.S. 2402 \(Military Uniform\)](#)

7. Pol. 250