



Book	Policy Manual
Section	900 Community
Title	School Visitors
Code	907
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WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

Purpose

The Board welcomes and encourages interest in the District's educational programs and other school-related activities by individuals with legitimate educational interests. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators, and other officials, as determined by the Superintendent or designee. To ensure order in the schools and to protect students, employees, and other members of the school community, it is necessary for the Board to establish policy governing such visits.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee(s) and building principals or their designee(s) have the authority to prohibit the entry or seek the removal of any individual to a District school or building who does not follow the guidelines stated below, the directives of the Superintendent, building principal, or their designee(s), other Board policy, or any applicable federal, state, or local law or regulation.

The Superintendent or designee(s) and building principals or designee(s) may limit visitors to designated areas or may limit the number of visitors to a District school or building when necessary to protect the health and safety of students, staff, and the public.

Guidelines

Persons wishing to visit a District school or building, with a legitimate purpose, should make arrangements in advance with the building principal or designee.

Upon arrival, visitors must register at the main office or front desk where they must provide required information or identification to protect the health and safety of students, staff, and the school community, as well as sign in and receive a visitor's pass. Failure to provide photo identification may serve as a reason to deny a visitor access to the school or building.

Visitors will be informed of any District or school-specific health and safety rules, which must be followed prior to entry and while the visitor is in the building and on District property.[2]

All visitors must wear the appropriate visitor badge at all times while in a District or school building. At the conclusion of the visitor's visit, they shall return their visitor's badge to the main office/front desk and then depart the building.

Failure to comply with the above-detailed guidelines may result in more limited access to the school or District property, as determined by the Superintendent, building principal, or their designee(s), consistent with Board policy, school rules, and applicable law.

In the event a situation involving a visitor arises which presents a threat to the health, safety, or welfare of students, staff, other visitors, volunteers, and/or District property, the Superintendent, building principal and/or their designee(s) is authorized to take appropriate action as deemed necessary, including, but not limited to, requesting the assistance of law enforcement to remove the visitor from the building.

No visitor will be allowed to record (by tape recorder, video recorder, photograph, or by any other electronic, digital, or technical means) any image, person, part of building, or any conversation of any kind without the express prior approval of the Superintendent, building principal, or their designee(s). Exceptions may be made for special student events such as concerts, field days, and similar events. Unless otherwise specified in this Policy, visitors may not attend school events that are not open to the public at large.

After the start of the school day, only identified entrances shall be used by visitors to enter the school, via a controlled entry system. All entrances shall be locked.

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 administrative procedures.[1][3]

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit. The timing of classroom visits shall be determined by the building principal or designee. The building principal or designee may terminate a visit at any time if, in their judgment, the visit is disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff.

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.

Questions or concerns about a visit or about anything observed during a visit must be addressed to the accompanying District staff member, or by appointment, to the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members. District staff shall not share with any visitor personally identifiable information concerning any students other than the student who is the subject of the observation. Visitors shall keep their observations of other children confidential. Visitors will refrain from discussing or sharing their observations of any children other than the subject of their observation to ensure the privacy and confidentiality of every individual.

Under exceptional circumstances and upon request of the program supervisor, classroom teacher or parent/guardian, the building principal may authorize additional or longer classroom visits by a visitor.

Military Personnel

Military recruiters and members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[4\]](#)[\[5\]](#)

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. 22 PA Code 14.108](#)
- [4. 24 P.S. 2402 \(Military Uniform\)](#)
5. Pol. 250
- Pol. 709

Cross References

- Pol. 250 (Student Recruitment)
- Pol. 805 (District-Wide Safety)