



Title: **School Visitors**

Code: 907

Book: Policy Manual

Section: 900 Community

Purpose

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

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 should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they will sign in and sign out and receive a pass.

Only one (1) entrance shall be used by visitors to the school and will be clearly marked. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor to demonstrate that s/he has a visitor's pass and has registered at the school office and received authorization to be present for the purpose of conducting business. Visitor passes shall be worn and visible at all times.

Visitors, interacting with students, must have clearances, including classroom visitors. No visitor may confer with a student in school without the approval of the principal.

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

Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state law and regulations.

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit and in writing, in accordance with established administrative regulations. [\[1\]](#)[\[2\]](#)

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.

Adopted: **October 21, 1981**

Last Revised: **July 18, 2017**

Legal References:

- [1. 24 P.S. 510](#)
 - [2. 22 PA Code 14.108](#)
 - [24 P.S. 2402 \(Military Uniform\)](#)
 - Pol. 250
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