

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: March 14, 2006

REVISED: July 14, 2015

907. SCHOOL VISITORS	
1. Authority SC 510	<p>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 and campus 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.</p>
2. Delegation of Responsibility	<p>The Superintendent and/or the building principal or their designees have the authority to permit or prohibit the entry of any individual to a district school, or the grounds of this district in accordance with Board guidelines and state and federal law regulations-</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p>
3. Guidelines	<p>Reporting to the Office: Persons wishing to visit a school shall make arrangements, in advance when possible, with the school office in that building. Upon arrival at the school, visitors must enter through the main office, where they will sign in, stating their destination and reason for the visit. They will receive and display a visitor badge while in the building at all times.</p> <p>All staff members shall require that a visitor register at the school office, receive authorization to be present for the purpose of conducting business, and display a visitor's badge while in the building at all times.</p> <p>Access to the Building: After the start of the school day, only one entrance shall be used by visitors to the school. All other entrances shall be locked.</p> <p>No visitor is permitted on district property without authorization. Violators will be prosecuted for trespassing under Act 69 of the Commonwealth of Pennsylvania.</p> <p>Interruptions: No visitor may confer with a student in school without the approval of the principal. Visitors shall not interrupt a teacher who is teaching a class. Visitors may not interrupt a teacher during preparation times or other related instructional duties unless an appointment has been made or other advance notice given according</p>

SC 510
Title 22
Sec. 14.108

to the guidelines provided in this policy.

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: Classroom visitations are welcomed and can be a valuable tool in providing parents or guardians a better sense of the instructional program. Such visitations will be permitted upon approval of the building principal and prior notification of the respective teacher.

The principal will consider the following factors in deciding whether the visitation will be beneficial, and approved:

- input from the teacher as to the appropriateness of the request
- purpose of the visitation
- classroom activities planned during the observation
- number of previous visitations by the same person and/or the number of visits to that particular class
- the needs of the students in that class
- any other extenuating circumstances which may impact on the learning activity being planned

Authority to Remove Visitor from the Building or Grounds: The superintendent and/or building principal or their designees have the authority to have a visitor removed from a district building or the campus for failure to comply with these guidelines. In addition, any visitor who engages in any loud or disruptive behaviors or fails to comply with any directives issued by the administrative staff will also be removed from the district. Any administrator has the authority to seek police support in the event that a visitor poses a threat to the security of the building or campus or fails to comply with directives.

All visitors are expected to abide by the policies enacted by the School Board.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.

24 P.S.
Sec. 2402
Pol. 250

2. Wear official military uniforms while on district property.

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 14.108

Military Visitors – 24 P.S. Sec. 2402

Board Policy – 000, 250