

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: APRIL 18, 2013

REVISED: APRIL 11, 2013

<ol style="list-style-type: none"> <li>1. Authority SC 510</li> <li>2. Delegation of Responsibility</li> <li>3. Guidelines</li> </ol>	<p style="text-align: center;">907. SCHOOL VISITORS</p> <p>The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure order in the schools, it is necessary for the Board to establish policy governing school visits.</p> <p>The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school.</p> <p>Visitor passes will be issued at the discretion of the building principal. Upon arrival at the school, visitors must enter through the secured VISITOR ENTRANCE, state their name and purpose, sign the office visitor book and provide keys or a driver's license to obtain an identification badge. An identification badge must be worn at all times throughout the building. Visitors will be escorted to their destination. Visitors without an appointment will be accommodated, based on the staff member's instruction schedule and daily activities.</p> <p>Visitors must register at the school office and receive authorization to be present for the purpose of conducting business. Former students, salespersons, etc. should schedule appointments outside of the instructional day in order to assure that the educational process not be interrupted.</p> <p>With the exception of a parent/guardian, no visitor may confer with a student in school without the approval of the principal.</p> <p>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.</p> <p><u>Classroom Visitations</u></p> <p>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 regulations.</p> <p>The building principal or program supervisor must grant prior approval for the visit and shall notify the classroom teacher prior to the visit.</p>
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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.

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

Advanced arrangements must be made with the building principal before a student may bring a visitor to school. Parents/Guardians must submit written permission for the visit and provide transportation for the visitor to and from school.

School Code 510

22 PA Code Sec 14.108 000