

Baldwin-Whitehall School District

Book	Policy Manual
Section	900 Community
Title	School Visitors
Code	907
Status	Active
Adopted	May 10, 2006
Last Revised	September 8, 2010

Authority

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 may receive a pass or badge.

After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor demonstrate that s/he has registered at the school office and received authorization to be present for the purpose of conducting business.

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.

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 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.

Board Members Visiting Schools

When visiting the district administrative offices and schools, individual Board members should follow normal building procedures and observe the same courtesies which are expected of other citizens. Arrangements should be made with the appropriate administrator in advance of the visit. Classrooms and individual staff offices should not be entered without permission, and staff privacy should be respected. The confidentiality of personnel and student records should be maintained.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[3\]](#)[\[4\]](#)

- 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. 22 PA Code 14.108](#)

[3. 24 P.S. 2402](#)

4. Pol. 250