



1. Upon arrival at the school, visitors must press the intercom buzzer at the main entrance to request admittance. Visitors must present a state issued driver's license or other state issued identification for scanning into the visitor management system. Once cleared by the system, a badge featuring the visitor's name, photo, date and time, and destination will be issued.
  2. Visitors who have received permission to be in the building shall wear the visitor's badge provided by the District in a manner that is clearly visible to school personnel.
  3. Upon leaving the building, visitors are required to sign out and leave the visitor's badge with the office staff.
  4. School personnel shall be responsible for requiring a visitor demonstrate that s/he has a visitor's badge. All school personnel shall be instructed by the Superintendent to immediately report to the office any visitors to the school not displaying a visitor's badge. Such individuals will be re-directed and escorted by District personnel to the office to obtain the required visitor's badge.
  5. Each school office and the District Administration Office shall maintain a record of each visitor's name, the nature of their business in the building, the date, and time of arrival and departure.
  6. Only one entrance shall be used by visitors to the school. All other entrances shall be locked.
  7. No visitor shall confer with a student in school without the approval of the building principal or his/her designee.
  8. 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.
- f. Parent(s)/Guardian(s) of children in the District, college student(s)/supervisor(s), and any others (Therapeutic Staff Support (TSS) workers, Therapeutic Staff Support Aides (TSSA), Behavior Specialist Consultants (BSC), Mobile Therapists (MT), etc.) who may visit and observe students in the classroom must follow the appropriate guidelines that have been adopted by the Board in making a request to observe a student in the classroom.
1. The role of the TSS workers, TSSA, a BSC or a MT are consulting with the educational team or observing, and will not take on the role of the educational staff.

<p>22 Pa. Code 20 U.S.C. Sec. 1232</p> <p>20 U.S.C. Sec. 1232g</p> <p>Chapter 51 Sec. 5101</p>	<p>g. Duties of school personnel, such as a teacher, special education paraprofessional, or academic tutor are the legal responsibility of the School District.</p> <p>h. Parent(s)/Guardian(s) of children in the District, college student(s)/supervisor(s), and any others who may request to observe a classroom will be required to sign a disclaimer that holds the parent(s)/guardian(s) of children in the District, college student(s)/supervisor(s), and any other(s) observing a student accountable for the confidentiality and privacy rights of all students in the classroom.</p> <p>i. Any person intentionally obstructing, impairing, or preventing a governmental function of the District, including interference with any classroom situation, by force, violence, physical interference, obstacle, or any unlawful act, may be prosecuted.</p> <p><b>Section 4. <u>Educational Consultants</u></b></p> <p>Individuals who are contracted through the District to provide an educational service to students, staff, and administration shall be permitted to visit District schools in accordance with the policy.</p> <p><b>Section 5. <u>Classroom Visitations</u></b></p> <p>a. Parent(s)/Guardian(s) may request to visit their child’s classroom, but the request must be made in writing at least forty-eight (48) hours prior to the visit, in accordance with established administrative procedures.</p> <p>b. The building principal or his/her designee, or the program supervisor/coordinator must grant prior approval for the visit and shall notify the classroom teacher prior to the visit.</p> <p>c. Building principal(s) or his/her designee(s) has/have the authority to set the parameters of the duration, location, frequency of visitations, etc., or to deny the request.</p> <ol style="list-style-type: none"> <li>1. The acceptable length of time for a visitation will vary and must be approved based upon the activity.</li> <li>2. Observations, however, cannot exceed one hour in duration without a pre-identified, specific purpose that requires a need for an extended stay.</li> <li>3. An estimated length of stay will need to be identified when the observation is scheduled with the building principal or his/her designee, or the program supervisor/coordinator.</li> <li>4. Non-specified lengths of stay will not be approved.</li> </ol>
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- 5. Visitors will not be permitted to stay and/or observe beyond the time agreed upon.
- d. Parent(s)/Guardian(s) are only permitted to visit the classroom where their child is currently taught.
  - 1. Visitation shall be limited to a single occasion and limited to one hour, per child in the school, for classroom visitations in order to minimize disruption of the classroom schedule and the educational program.
  - 2. The building principal or his/her designee, or the program supervisor/coordinator may accompany the Parent(s)/Guardian(s) or visitor.
  - 3. Following the visitation, a conference with the teacher, building principal or his/her designee, the program supervisor/coordinator, school counselor, or designee should occur with the Parent(s)/Guardian(s) or visitor.
  - 4. Parental participation in classroom activities or programs, such as homeroom parents, back-to-school events, and chaperones for field trips, shall not constitute a classroom visit for purposes of this policy.
- e. The building principal or his/her designee, the program supervisor/coordinator, and the classroom teacher have the authority to ask a visitor to leave if the visitor disrupts any 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.
- f. Under exceptional circumstances and upon request of the building principal or his/her designee, the program supervisor/coordinator, the classroom teacher, or the parent(s)/guardian(s), the Superintendent may authorize additional or longer classroom visits by parent(s)/guardian(s).

**Section 6. Military Personnel**

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

- a. Visit and meet with District employees and students when such visit is in compliance with Board policy and District procedures.
- b. Wear official military uniforms while on District property.

**References:**

School Code – 24 P.S. Sec. 510, 2402

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

SC 2402  
Pol. 250

	<p>Individuals with Disabilities Act, 20 U.S.C. Sec. 1400 Family Educational Rights and Privacy Act – 20 U.S.C., Sec. 1232g Crimes Code of Pennsylvania – Chapter 51, Sec. 5101 Board Policy – 000</p> <p><b><u>Replaces Policy:</u></b> 3900 4219</p>
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