

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: September 28, 2015

REVISED:

HAMBURG AREA SCHOOL DISTRICT

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 by parents/guardians, adult residents and interested educators. 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 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.</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>Parents/Guardians and other visitors interested in the education of children attending district schools are welcome in any school. School personnel shall make every effort to meet with visitors, discuss problems of legitimate concern, and encourage parents/guardians and the public to visit the schools.</p> <p>Persons wishing to visit a school should make arrangements in advance with the school office in that building.</p> <p>Upon arrival at the school, visitors must register at the office where they will sign in and sign out and receive a badge.</p> <p>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.</p> <p>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.</p> <p>No visitor may confer with a student in school without the approval of the principal.</p>

<p>SC 510 Title 22 Sec. 14.108</p>	<p>No visitor may take pictures or video of any student other than their own child.</p> <p>A person present in a school without permission, whether the person is an adult or a student attending another school, shall be considered a trespasser. Legal action may be taken against any person trespassing and/or causing a disturbance in a district school.</p> <p>An individual who has no legitimate business in a district school building shall be asked to immediately leave the premises. Should the person refuse to do so, police may be called to remove him/her from the building. If necessary, the principal may pursue the arrest of the person for disturbing the school while in session. If the trespassers are students attending another school in the school district, the principal of their home school shall be notified immediately, and the students shall be subject to school disciplinary action and possible action by civil authorities.</p> <p><u>Classroom Visitations For Observation Purposes</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>No recordings or pictures are to be taken during visits.</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> <p>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.</p> <p>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.</p> <p>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.</p>
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<p>24 P.S. Sec. 2402 Pol. 250</p>	<p><u>Military Personnel</u></p> <p>Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:</p> <ol style="list-style-type: none">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. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 14.108</p> <p>Military Visitors – 24 P.S. Sec. 2402</p> <p>Board Policy – 000, 250</p>
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