

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: December 17, 2007

REVISED: August 16, 2021

# EPHRATA AREA SCHOOL DISTRICT

907. SCHOOL VISITORS	
<p>1. Authority 24 P.S. 510</p>	<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, 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>
<p>2. Delegation of Responsibility</p>	<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 and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p>
<p>3. Guidelines</p> <p>Pol. 705</p> <p>Pol. 709</p>	<p>Persons wishing to visit a school should make arrangements in advance with the building principal. Visits may be prohibited upon the exercise of reasonable discretion by the principal.</p> <p>Upon arrival at the school, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as sign in and sign out and receive a badge, instructions and be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.</p> <p>Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.</p> <p>All staff members shall be responsible for requiring the visitor demonstrate that the visitor has a visitor's badge and has registered at the school office and received authorization to be present for the purpose of conducting business.</p>

<p>22 PA Code 14.108 24 P.S. 510</p> <p>24 P.S. 2402 Pol. 250</p>	<p>No visitor may confer with a student in school without the approval of the building principal.</p> <p>Should an emergency require that a student be called to the school office to meet a visitor, the building principal or designee shall be present during the meeting.</p> <p>All school visitors must comply at all times with Board policies, district rules, and administrative regulations.</p> <p>Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.</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> <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>All visitors must agree to sign a confidentiality agreement. This agreement states that anything viewed during the visitation, not specific to their child (including the identification of other students served in the classroom), is considered confidential information and may not be disclosed.</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>
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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.

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 (Military Uniform)

Board Policy – 250, 705, 709