

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: January 19, 2010

REVISED: August 26, 2011

SOUTHERN FULTON 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>Persons wishing to visit a school should make arrangements in advance with the school office in that building and must secure administration approval of the visit.</p> <p>Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a pass and/or badge, receive instructions and be provided with a guide as deemed necessary.</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 a visitor's pass.</p> <p>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>SC 510 Title 22 Sec. 14.108</p> <p>24 P.S. Sec. 2402 Pol. 250</p>	<p>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.</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 regulations.</p> <p>Prior approval for a classroom visit must be obtained, and the building principal or program supervisor shall notify the classroom teacher prior to the visit. Building principals have the authority to set the parameters of the duration, location, frequency of visitations, etc., or to deny the request.</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 or referral to the proper authorities at the discretion of the administration.</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>Board Policy – 000, 250</p>
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