



## School Visitor Policy

*Updated/Board approved Nov. 14, 2023*

### **Authority**

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 a policy governing school visits.

### **Guidelines**

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Emergency appointments may be authorized with an administrator's approval.

Upon arrival at the school, visitors must register at the office where they will sign in and sign out and receive a badge. Visitors will be informed of any health and safety rules which must be followed prior to entry and while the visitor is in the school building and on school property.

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 to demonstrate that s/he has a visitor's pass.

A visitor may only confer with a student in school with the principal's approval.

Visitors are prohibited from entering any student lockers.

No visitor may confer with a student in the school without the approval of the CEO or designee. Should an emergency require that a student be called to the school office to meet with a non-parental visitor, the CEO or designee shall be present during that meeting.

Due to liability issues, under no circumstances are students permitted to bring "guests" to school with them.

### Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made at least forty-eight hours (48) prior to the visit, in accordance with established administrative regulations.

Unless otherwise approved by the CEO, the building principal or designee 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.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher, and parent/guardian, the CEO may authorize additional or longer classroom visits by a parent/guardian.

Visitors shall not enter into any classroom without the accompaniment of a staff member.

The building principal or designee 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.

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 laws and regulations.

### **Audio, Video Recording, or Photographs**

No visitor shall be allowed to photograph, record audio, or videotape any personal or any part of any building or to tape record any conversation of any kind without prior approval by the CEO or designee. An exception to this policy shall apply in the case of public meetings and work sessions of the School Board.

### **Loud, Abrasive and/or Profane Language or Behavior**

It is the policy of the Provident Charter School to prevent disruptions to school operations and the instructional process. If any visitor threatens, verbally abuses, or harasses a school employee, student or another visitor, a building administrator will direct the visitor to leave the property.

All persons are warned that if a visitor refuses to leave school property voluntarily, s/he will be subject to removal from school property by local law enforcement and will be charged with trespassing for failure to promptly vacate the property upon notice or notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

**Delegation of Responsibility**

The CEO or designee and building principal have the authority to prohibit any individual's entry 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.

Legal

[1. 24 P.S. 510](#)

[2. 22 PA Code 14.108](#)