

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

907-AR-0. SCHOOL VISITORS

The district encourages parents/guardians, professional educators and others who have legitimate interests pertaining to district students and the district's educational program to visit the schools.

Visitors are defined as any person other than an enrolled student or district employee; and **schools** are defined as school buildings, district property and vehicles used for school purposes.

A staff member may request identification from any person in a school building or on school grounds. Refusal to provide such information is grounds for removal of the person from the school building or district property.

As circumstances warrant, the building principal will take appropriate actions when a visitor is disruptive or refuses to follow Board policy, administrative regulations or established rules. Such action may include requesting the person to immediately leave the premises, contacting law enforcement officials, and preventing future visits to the school by that person.

The district will post notices at all entrances to buildings notifying visitors to report to the main office and meet entry requirements.

School Visitors

Visitors are welcome at schools, provided their presence is not disruptive.

1. Upon arrival at the school, visitors must register at the main office, where they will sign a log, and receive permission, a visitor's badge and instructions. Upon departure, visitors must sign out and return the visitor's badge.
2. Registered visitors must wear a visitor's badge during the time they are in the building, and the badge must be displayed in a clearly visible manner.
3. For special events when large groups of individuals will attend, registration requirements may be altered by the building principal; but visitors must follow school staff's instructions.
4. Staff members are responsible to ensure that visitors in the school have registered and display a visitor's badge.
5. No visitor will confer with a student without approval in advance of the principal.

6. Should an emergency require that a student be called to the main office to meet a visitor, the principal, counselor or nurse will be present during the meeting.
7. Parents/Guardians may request to join a student for lunch at least two (2) days in advance and must receive prior permission from the principal.
8. During the school day, a person other than a district student or authorized employee who, without permission, enters or remains on school property will be considered to be trespassing.
9. A visitor at any time of the day who refuses to obey a directive by a district employee not to enter or remain upon school property will be considered to be trespassing.
10. A student not enrolled in the district or accompanied by a parent/guardian is prohibited from visiting schools, unless approved in advance by the principal.
11. Agents and sales personnel must direct all solicitations and communications to the Superintendent or designated administrators or supervisors.

Classroom Visitations

To minimize disruption to the educational program while recognizing the need for classroom visitations by persons other than school officials, these rules will be followed:

1. Classroom visitors will not interfere in any way with classroom instruction or activities during visitations.
2. All requests for classroom visitations must be scheduled with the building principal. Requests must be submitted at least two (2) days prior to the requested date. The date, time, class to be visited, and purpose of the visit must be stated prior to the principal issuing permission.
3. The principal will confer with the classroom teacher to determine a mutually convenient time for the visit. All attempts will be made to accommodate the requested date and time.
4. A parent/guardian will be limited to one (1) class per month per student to observe their classes.
5. Requests to observe a specific class and/or class period will be limited to two (2) parents/guardians per classroom.
6. Visitation will not be allowed during tests or other student examinations or evaluations.
7. The principal or designee reserves the right to accompany any visitor during classroom visitations.

8. Outside agency personnel must schedule observations and visits with the principal or designee at least two (2) days in advance of the requested visit, except in an emergency.
9. When documented disruptions have occurred and, in the judgment of the principal, the possibility exists for a classroom visitation to be disruptive or to interfere with the educational program, the principal may deny permission for a visitation.

Loitering

Staff members will report to the building principal any person loitering in, on or near a school building or school property.

The principal may request an unauthorized person to leave or remove him/her from the school premises or area.

If the person does not leave voluntarily or resists removal, the principal will notify law enforcement officials and request assistance.

The principal will immediately notify the Superintendent about the situation.