

WEST ALLEGHENY SCHOOL DISTRICT

SECTION: **6770**

TITLE: **School Visitors**

ADOPTED: January 2009

REVISED: **December 2019**

<p>1. Authority</p>	<p>The West Allegheny School District recognizes 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>School buildings are school district property and their use will be limited to purposes authorized by the Board and the Administration. As such, all persons other than regularly assigned pupils and school district employees who enter school buildings shall follow the visitor guidelines and report immediately to the main office.</p> <p>Any unauthorized person or persons found in school buildings will be directed to the office to register as a visitor or asked to immediately leave the premises, and may be subject to prosecution for trespassing under the provisions of the laws of Pennsylvania.</p>
<p>2. Guidelines</p>	<ol style="list-style-type: none">1. Individuals wishing to visit any school within the District shall make arrangements through the Principal's Office a minimum of twenty-four (24) hours in advance. The visit shall be limited to only the specified purpose in order minimize disruptions and to protect the confidentiality of children in the classroom.2. Upon arrival at the school, approved visitors shall enter the designated entrance and report to the main office where they will register and receive a visitor badge. The badge shall be displayed at all times during the visit. At the conclusion of the visit, the visitor shall sign out in the main office before leaving the school.3. Staff members shall be expected to require visitors to display a visitor's pass, confirming they have registered at the school office and received proper authorization.4. The classroom teacher shall have the right to terminate any classroom visitation if the visitation is substantially affecting normal classroom procedures or is disruptive to the instruction of the children.5. Visitors shall refrain from interacting with staff or students or intervening with the instruction unless invited by the Principal or teacher to do so.6. If the visitation is terminated by the classroom teacher and the visitor is asked to leave, the teacher shall immediately notify the Principal's Office.7. 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>3. Delegation of Responsibility</p> <p>4. Legal</p>	<p>Failure to comply with this policy shall result in more limited access to the school as determined by the school 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 24 hours in advance, prior to the visit, in accordance with established administrative regulations.</p> <p>The school 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 school 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 school principal, program supervisor, classroom teacher or parent/guardian, the Superintendent or designee may authorize additional or longer classroom visits by a parent/guardian.</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>The Superintendent or designee and school principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines.</p> <p>24 P.S. 510 22 PA Code 14.108 24 P.S. 2402 (Military Uniform)</p>
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