



Peters Township School District

Policy: 1250
 Title: Visits and Visitors to the Schools
 Adopted: 11/17/69
 Revised: 3/21/77, 12/1/86, 8/16/10

1250. VISITS AND VISITORS TO THE SCHOOLS	
1. Authority SC 510	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.
2. Delegation of Responsibility	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.
3. Guidelines	<p>Persons wishing to visit a school or classroom must make arrangements in advance with the school office in that building.</p> <p>Upon arrival at the school, visitors must register at the office where they will:</p> <ol style="list-style-type: none"> 1. Sign in and sign out. 2. Receive a pass. 3. Receive instructions that may include a guide. <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>After the start of the school day, only one (1) entrance and exit shall be used by visitors to the school. All other entrances shall be locked.</p>

<p>SC 510 Title 22 Sec. 14.108</p>	<p>All staff members shall be responsible for requiring a visitor to demonstrate that s/he has:</p> <ol style="list-style-type: none">1. A visitor's pass.2. Registered at the school office and received authorization to be present for the purpose of conducting business. <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>School district administrative personnel or their designated representatives are empowered to deny admittance of unauthorized persons to school buildings and properties, and to require such persons to leave the premises. Anyone who defies an order of school district administrative personnel, which is personally communicated to him/her to leave the school building(s) and premises, may be prosecuted as a “defiant trespasser” under Section 3503 of the Pennsylvania Crimes Code.</p> <p>Any person intentionally obstructing, impairing, or perverting a governmental function of the school district, including interference with any classroom situation or school program, by force, violence, physical interference, or obstacle, or any other unlawful act, may be prosecuted under Section 5101 of the Pennsylvania Crimes Code.</p> <p><u>Classroom Visitations</u></p> <p>Parents/Guardians may request to visit their child’s classroom, but the request must be made at least twenty-four (24) hours prior to the visit.</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 homeroom parents, back-to-school events, and chaperones for field trips, shall not constitute a classroom visit for purposes of this policy.</p>
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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.

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

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

Pennsylvania Crimes Code – Sec. 3503, 5101

Board Policy – 5160