



Book	Policy Manual
Section	900 Community
Title	School Visitors
Code	907
Status	Active
Adopted	November 12, 2001
Last Revised	February 9, 2009

Authority

The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure order in the schools, it is necessary for the Board to establish policy governing school visits.[\[1\]](#)

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.

Guidelines

Upon arrival at the school, visitors must register at the office where they will sign in and sign out and receive instructions.

Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in school without the approval of the principal.

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.

Permission for access to school visitation may be denied when student confidentiality and/or safety is in question. This determination will be made at the discretion of the Superintendent and/or administration.

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