

Sylvan Heights Science Charter School

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: April 20, 2015

<p>1. Authority</p> <p>SC 510</p>	<p>907. SCHOOL VISITORS</p> <p>The Board welcomes and encourages interest in school’s 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.</p> <p>Acceptable reasons for such visits include observation of significant programs, participation in special events and conferring with staff. The visit should have legitimate purpose and not interfere with the continuity of instruction.</p> <p><i>The school recognizes the critical importance of parental involvement in a child’s education and wishes to promote a climate where all visitors feel welcomed while also maintaining a safe and security environment that protects the integrity of the delivery of academic instruction for all students.</i></p> <p>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>2. Delegation of Responsibility</p>	<p>The Principal/CAO or designee have the authority to prohibit the entry of any individual to the school, in accordance with Board guidelines and state and federal law and regulations.</p> <p>The Principal/CAO or designee shall develop administrative regulations to implement this policy and control access to school building and school classrooms.</p>
<p>3. Guidelines</p>	<p>The term visitor shall include all who are not employees, volunteers or students of the school.</p> <p>The provisions of this policy shall apply to all programs and activities including evening activities. The Principal/CAO shall have the right to adapt or set aside these procedures in event of special activities such as an assembly, event or musical performance outside of the normal hours of operation of the school.</p> <p>Upon arrival at the school, visitors must register at the office where they</p>

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<p>SC 510 Title 22 Sec. 14.108</p>	<p>must show photo identification, sign in, and receive a visitor's pass. Upon leaving the building, the visitor must sign out.</p> <p>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.</p> <p>All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's pass and has registered at the school office and received authorization to be present for the purpose of conducting business.</p> <p>No visitor may confer with a student in school without the approval of the Principal/CAO.</p> <p>No visitor shall go directly to a classroom to deliver or "pick-up" a student or speak to teachers unless such visits have been approved by the Principal/CAO.</p>
<p>SC 510 Title 22 Sec. 14.108</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 prior to the visit, or less if permitted by the Principal/CAO, in accordance with established administrative regulations.</p> <p>The building principal 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.</p> <p>Under exceptional circumstances and upon request of the, classroom teacher or parent/guardian, the Principal/CAO may authorize additional or longer classroom visits by a parent/guardian.</p> <p>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 building principal 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>Appropriate portions of this policy statement shall be placed by the Principal/CAO in the Parent-Student handbook and also posted at the</p>

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	<p>reception area of the school.</p> <p>Students will be referred to only by their first names.</p> <p>All communication devices including but not limited to cell phones, palm pilots, iPhones will be turned off prior to entering the classroom.</p> <p>Visitors should refrain from talking, eating, moving around the classroom or other disruptive behavior during the instructional period in the classroom.</p> <p>All visitors will keep their observations in the strictest of confidence, except for information and observations necessary for the development and implementation of a program for the child that is the subject of the observation.</p> <p>Any visitor who fails to follow these rules shall have his/her right to visit immediately revoked.</p> <p>Photographic and video representations of school programs or students by school visitors are prohibited, except with explicit permission of the Principal/CAO for a verified and legitimate purpose.</p> <p>References: School Code – 24 P.S. Sec. 510 State Board of Education Regulations – 22 PA Code Sec. 14.108</p>
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