

# UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: April 17, 2008

REVISED: May 19, 2011

907. SCHOOL VISITORS	
1. Authority SC 1850.1	The Joint Operating Committee welcomes and encourages visits to the school by parents/guardians, adult residents and interested educators. To ensure security and order in the school, it is necessary for the Joint Operating Committee to establish policy governing school visits.
2. Delegation of Responsibility	The Executive Director or designee and building administrator have the authority to prohibit the entry of any individual to the school, in accordance with Joint Operating Committee guidelines.
3. Guidelines	<p>Persons wishing to visit the school should make arrangements in advance through the school office.</p> <p>No visitors, including former students, are permitted in any shop or classroom without prior approval from Administration and/or teacher.</p> <p>With the exception of pre-scheduled, authorized classroom visitations, visiting shall be limited to before and after student school hours.</p> <p>Persons invited into the class as speakers and/or prospective students visiting the class for purpose of observation to assist in course selection may be permitted into a shop or lab/classroom, but will be classified as a guest.</p> <p>Any approved guest or visitor must be registered at the office and wear an appropriate badge.</p> <p>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.</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 prior to the visit, in accordance with established administrative regulations.</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>Classroom visitations shall be limited to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as back-to-school events, and/or chaperones for field trips shall not constitute a classroom visit for purposes of this policy.</p> <p>The Executive Director or designee and/or 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>24 P.S. Sec. 2402 Pol. 250</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"><li>1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.</li><li>2. Wear official military uniforms while on district property.</li></ol>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 14.108</p> <p>Military Visitors – 24 P.S. Sec. 2402</p> <p>Joint Operating Committee Policy – 250</p>