

Sylvan Height Science Charter School

Policy Number: 907

Policy Title: Visitors

Approved: April 20, 2015

Revised: November 25, 2019

Authority

The Board welcomes and encourages interest in the educational programs and other school-related activities of Sylvan Heights Science Charter School (School). The Board recognizes that such interest may result in visits to the School by parents/guardians, adult residents, interested educators and other officials. The visit should have a legitimate purpose and not interfere with the continuity of instruction. The School recognizes the critical importance of parental involvement in a child's education and wishes to promote a climate where all visitors feel welcome while also maintaining a safe and secure environment that protects the integrity of the delivery of academic instruction for all students. To ensure order in the School and to protect students and employees, it is necessary for the Board to establish policy governing school visits.

Delegation of Responsibility

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. The Principal/CAO or designee shall develop administrative regulations to implement this policy and control access to the school building and school classrooms.

Guidelines

The term visitor shall include all who are not employees, volunteers or students of the School.

The provisions of this policy shall apply to all programs and activities including evening activities.

Persons wishing to visit the School should make arrangements in advance with the school office.

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.

Upon arrival at the School, visitors must register at the office where they must show photo identification, sign in, and receive a visitor's pass.

Upon leaving the building, the visitor must sign out at the office.

Only one (1) entrance shall be used by visitors to the School. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor to 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.

No visitor may confer with a student in the School, or have direct contact with students, without the approval of the Principal/CAO.

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. Should an emergency require that a student be called to the school office to meet a visitor, the Principal/CAO or designee shall be present during the meeting.

Failure to comply with these procedures shall result in more limited access to the School or complete revocation of access as determined by the Principal/CAO, consistent with Board policies, school rules and federal and state law and regulations.

Classroom Visitations

Parents/Guardians may request to visit their child’s classroom, but the request must be made twenty-four (24) hours prior to the visit, in accordance with established administrative regulations. If a visit is approved the Principal/CAO shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period visit, per month, per child in the School for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program.

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.

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. See Policy 916, School Volunteers, for additional information.

The Principal/CAO 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 and referral to law enforcement.

Appropriate portions of this policy shall be placed by the Principal/CAO in the School handbook and also posted at the reception area of the School.

Students will be referred to only by their first names.

All communication devices including but not limited to cell phones, palm pilots, and iPhones will be turned off prior to entering the classroom.

Visitors should refrain from talking, eating, moving around the classroom or other disruptive behavior during the instructional period in the classroom.

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 student that is the subject of the observation.

Any visitor who fails to follow these rules shall have his/her right to visit immediately revoked.

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.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear official military uniforms while on school property.

School Board Members

School Board members, acting on behalf of the School, wishing to make classroom visitations, shall make prior arrangements with the Principal/CAO.

References:

24 P.S. Sec. 510

24 P.S. Sec. 2402 (Military Uniform)

22 PA Code Sec. 14.108

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