

SUN AREA TECHNICAL INSTITUTE

SECTION: COMMUNITY

TITLE: VISITORS

ADOPTED: February 20, 2003

REVISED: August 18, 2011

907. VISITORS	
1. Authority SC 1850.1	<p>The Joint Operating Committee welcomes and encourages interest in the school’s educational programs and other school-related activities. The Joint Operating Committee recognizes that such interest may result in visits to school by parents/guardians, community members, educators and other officials. To ensure order in the school and to protect students and employees, it is necessary for the Joint Operating Committee to establish policy governing school visits.</p>
2. Delegation of Responsibility	<p>The Administrative 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 and state and federal law and regulations.</p> <p>The Administrative Director or designee shall develop administrative regulations to implement this policy and control access to school buildings and classrooms.</p>
3. Guidelines	<p>Persons wishing to visit the school should make arrangements in advance with the office.</p> <p>Upon arrival at the school, visitors must register at the office where they will sign in and out and receive a pass.</p> <p>All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor’s pass.</p> <p>No visitor may confer with a student in school without the approval of the building administrator.</p> <p>Should an emergency require that a student be called to the office to meet a visitor, the building administrator or designee shall be present during the meeting.</p> <p>Failure to comply with these procedures shall result in more limited access to the school as determined by the building administrator, consistent with Joint Operating Committee policies, school rules and federal and state law and regulations.</p>

<p>SC 1850.1 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 administrator 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 chaperones for field trips shall not constitute a classroom visit for purposes of this policy.</p> <p>The building administrator 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 Joint Operating Committee policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.</p> <p>Parents/Guardians shall be required to follow appropriate guidelines and safety procedures when visiting classrooms.</p> <p>Under exceptional circumstances and upon request of the building administrator, classroom teacher or parent/guardian, the Administrative Director may authorize additional or longer classroom visits by a parent/guardian.</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">1. Visit and meet with school employees and students when such visit is in compliance with Joint Operating Committee policy and school procedures.2. Wear official military uniforms while on school property.

References:

School Code – 24 P.S. Sec. 1850.1

State Board of Education Regulations – 22 PA Code Sec. 14.108

Military Visitors – 24 P.S. Sec. 2402

Board Policy – 000, 250