



STONE VALLEY COMMUNITY CHARTER SCHOOL

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POLICY OF THE BOARD OF TRUSTEES

Title: School Visitors
Policy Number: 907
Adopted: September 8, 2016
Revised:

PURPOSE

The Board welcomes and encourages interest in the Charter School's educational programs and activities. The Board recognizes that such interest may result in visits to the Charter School by parents/guardians, community members, educators, and other officials. To ensure order in the Charter School and to protect students and employees, it is necessary for the Board to establish policy governing school visits.

AUTHORITY

22 PA Code §§14.108
24 P.S. §510

DEFINITIONS

For the purposes of this policy, the term visitor shall not include parents/guardians of enrolled children or members of the Board. Regular visitors are those visitors who regularly visit the school, but are not considered employees. Examples of regular visitors are contracted related service personnel, contracted maintenance/repair personnel, and delivery personnel. School visitors include all others who desire to enter the school building.

DELEGATION OF RESPONSIBILITY

The Administrative Staff has the authority to prohibit entry of any individual to the school, in accordance with Board guidelines and state and federal law.

The Director of Operations holds the responsibility of ensuring adherence to this

policy and monitoring its implementation.

GUIDELINES

Persons wishing to visit the Charter School should make arrangements in advance with the school office. Upon arrival at the school, school visitors must register at the office where they will sign-in and sign-out, receive a visitor's badge, and receive instructions and/or a guide. Regular visitors must sign-in and sign-out at the office. Regular visitors must have either an agency name badge or company uniform. If a regular visitor does not have either an agency name badge or company uniform, they must receive a visitor's badge.

After the start of the school day, only one (1) entrance shall be used by visitors to the Charter School.

Should an emergency require that a student be called to the school office to meet a school visitor, a member of the Administrative Staff shall be present during the meeting.

Failure to comply with these procedures shall result in more limited access to the school as determined by the Administrative Staff, 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 prior to the visit.

In instances of the visit being of minimal duration, such as dropping off a snack or other item, office staff may grant approval for the classroom visitation. In circumstances of a visit of longer duration, such as to observe a class period, the Director of Education must grant prior approval.

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, classroom volunteer activities, or field experiences shall not constitute a classroom visit for the purposes of this policy.

The Director of Education or designee has 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 occurrence of repeated and documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances, the Director of Education may authorize additional

or longer classroom visits by a parent/guardian.

President—Board of Trustees

Secretary—Board of Trustees

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