

SCHOOL VISITORS ADMINISTRATIVE PROCEDURES

Attachment for Policy No. 907

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

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 room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

In order to minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student in school without the approval of the building principal or designee.

The building principal 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 SRC policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

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

No visitor shall go directly to a classroom to deliver or pick-up students or speak to teachers unless such visits have been approved previously by the building principal or designee. Approval for taking a student from school shall be granted only to a parent/guardian having custody unless that parent/guardian gives explicit permission in writing to release the student to a designated family member or adult.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with SRC policies, administrative procedures, district rules and federal and state law and regulations.

Building principals shall have the right to adapt or set aside established district rules or administrative procedures in the event of special activities such as assembly programs, athletic events, or musical performances.

Relevant provisions of this policy shall be disseminated in student/school handbooks, in the Code of Student Conduct, on the district's website and through other efficient methods.

Copies of the City of Philadelphia ordinance regarding unauthorized entry on school premises and the SRC policy on school visitors and administrative procedures shall also be posted at all entrances to schools and at other appropriate places.[\[1\]](#)