

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 900 Community

TITLE: School Visitors

ADOPTED: April 27, 1981

REVISED: April 26, 2018

907 SCHOOL VISITORS

Purpose

The Board of Education welcomes and encourages interest in district educational programs and other school-related activities, and recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary to establish policy governing school visits.

Authority

The scope of authority of this policy and of school personnel who are responsible for enforcing it is limited to buildings and grounds under the jurisdiction or control of the school district.

The provisions of this policy shall apply to all programs and activities including off-site locations or evening schools.

Persons wishing to visit a school shall make arrangements in advance with the school office in that building by stating the reason, date, and time of the proposed visit. In all cases where permission is not obtained in advance it must be obtained promptly upon entering the school. Failure to obtain consent within fifteen (15) minutes after entering district facilities shall be considered presumptive evidence of violation of Board policy and City ordinance. [\[1\]](#)

Upon arrival at the school, visitors must immediately register at the office and present proper identification.

Delegation of Responsibility

The Superintendent or designee shall develop administrative procedures to implement this policy and control access to school buildings and school classrooms.

The building principal or designee has the authority to prohibit the entry of any individual to a district school who violates Board policy or administrative procedures.

All staff members shall be responsible for requiring a visitor demonstrate that s/he has registered at the school office and received authorization to be present for the purpose of conducting business. Staff members who observe visitors without proper identification shall report the information immediately to the school office.

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 procedures. [\[2\]](#)

Legal References:

1. Philadelphia Code of Ordinances - Title 10, 10-824
2. 22 PA Code 14.108
3. 24 P.S. 2402 (Military Uniform)
4. Pol. 250 - Student Recruitment

Related Information:

- 24 P.S. 510
- 24 P.S. 696
- Philadelphia Home Rule Charter - 12-300