



Book	BHASD Policies
Section	900 Community
Title	School Visitors (Community Members and Student Visitors)
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907. SCHOOL VISITORS (Community Members and Student Visitors)

Authority

The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure order and safety in the schools, and to protect the educational environment, it is necessary for the Board to establish policy governing school visits. At the same time, the Board has a legitimate interest in avoiding disruption to the educational process, the safety and welfare of the students and staff, and protecting the district's facilities and equipment from misuse or vandalism. Limitations may be placed on visitors to avoid disruption to school operations as well as any precautionary measures due to a safety concern.

Delegation of Responsibility

The Superintendent or designee and building principal shall have the authority to prohibit the entry of any individual to a district school, in accordance with Board policy.

Guidelines

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

All visitors must register at the office where applicable safety checks will be implemented. Once cleared, they will receive instructions and be issued an official visitor's pass, which must be worn at all times while in the building. The purpose of the visit and persons or areas to be contacted or observed must be authorized and guidance given by the building principal or designee. If there is a safety concern with the safety screening, visitors may be subject to additional security measures, up to and including being denied entry to the building. If a visitor refuses to participate in the screenings, they will be denied entry to the building.

Staff members shall be expected to require that a visitor 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 school without the approval of the principal or designee.

Any use of a recording device is strictly prohibited by any visitor unless prior permission is granted by the administration .

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

If a parent/guardian or community member requests to remove a student from the classroom or building, the administration must give approval. If the parent/guardian or community member deems the situation to be an emergency, the administration will determine what is an emergency. Only under approved situations may the student be excused from the educational program. To allow otherwise will lead to disruption of the educational process.

Parents/Guardians or Brandywine Heights Area School District residents who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are not required to follow the above guidelines.

If parents/guardians or community members violate this privilege by creating a disturbance, the Superintendent or building principal has the authority to restrict their access to the building by invitation only. Any violation of this restriction could lead to criminal trespass or other charges being filed against the violator.

Student Visitors Enrolled In Pennsylvania/United States Schools

Students from other schools who desire to visit the schools within this school district may do so provided they adhere to above mentioned visitor guidelines. The number of days visiting the school is not to exceed five (5) school days. Students must be age appropriate for the building they wish to visit.

Resident students who desire to bring other enrolled school-age students as visitors to his/her school must complete the Visitors Application Form. It must be submitted ten (10) days in advance of their visitation. Approval will be granted at the discretion of the building principal. Notification will be made to the Superintendent of the student visit. Failure to make prior arrangements will necessitate that the visitor not be permitted to accompany the resident student.

Student visitors from other school districts must have written permission of both their own parent/guardian and the parent/guardian of any Brandywine Heights student they wish to accompany into a school. Under no circumstances shall such student over the age of eighteen (18) be permitted to visit.

No student who is under suspension, expulsion or other form of discipline from this or any other school district shall be permitted to visit a Brandywine Heights Area School District school. Such students must have obtained expressed prior approval of the principal before entering and are restricted to the school office for the duration of their presence in the building.

Student Visitors From A Country Outside The United States

Students enrolled in a school from other countries who desire to visit the schools within this school district and for whom the Foreign Exchange Policy #239 does not apply may do so provided they adhere to above mentioned visitor guidelines. The number of days visiting the school is not to exceed five school days.

A student from another country wishing to visit the school must complete the Visitors Application Form. It must be submitted ten (10) days in advance of their visitation. Approval will be granted at the discretion of the building principal. Notification will be made to the Superintendent of the student visit. Failure to make prior arrangements will necessitate that the visitor not be permitted to accompany the resident student.

Building principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any reasonable conditions on the nature and extent of such visits. In exercising their discretion, the principals may consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the students.

Student visitors from another country must have written permission of both their own parent/guardian and the parent/guardian of any Brandywine Heights student/resident they wish to accompany into a school. Under no circumstances shall such student over the age of eighteen (18) be permitted to visit.

The Superintendent shall have the discretion to review exceptions to this policy only under exceptional circumstances.



REQUEST FOR STUDENT VISITOR

Request to be submitted 10 days prior to planned visit.

Student Name _____ Date _____

Phone Number _____ Grade _____ Homeroom Teacher _____

Address _____

Visiting Student's Name _____ Grade _____

Relationship of visitor to student _____

Date of visit _____

Reason for visit _____

Will visiting student be using school transportation (please circle):

to school: yes no from school: yes no

I understand that the hosting student is responsible to make the visiting student aware of all school rules.

Parent Signature

Date

Student Signature

Date

I understand that all visitors are responsible to follow BHASD rules and procedures.

Parent Signature of Visiting Student

Date

Visiting Student Signature

Date

_____ Approved Principal Signature _____

_____ Not Approved Date _____