

# **LEBANON SCHOOL DISTRICT**

POLICY: 907  
SECTION: COMMUNITY  
TITLE: SCHOOL VISITORS  
ADOPTED: November 18, 1996  
Last Revised: July 20, 2020

## **907. SCHOOL VISITORS**

### **Authority**

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board 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 for the Board to establish policy governing school visits.<sup>1</sup>

### **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 guidelines and state and federal law and regulations.

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

### **Definition**

A “**visitor**” is generally defined as a parent/guardian, adult resident, educator, or other official who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer as that term is defined in Board Policy No. 916. Without limiting the category of individuals who may be considered visitors, and without limiting the Superintendent's discretion in that regard, the term visitor may include: (i) a parent or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, meet with, or share a celebration time with, a student who is the individual's child or for whom the individual is the guardian; or (ii)

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<sup>1</sup> 24 P.S. 510.

an individual who is a career day or other similar speaker or participant visiting to share information or read to students under supervision of a school employee or designee who is identified having this responsibility in a program contracted with the district.

## **Guidelines**

Persons wishing to visit a school should make arrangements, no less than forty-eight (48) hours in advance, with the school principal in that building. Visitors must state, in writing, the nature and purpose of their visit and sign any required visitor paperwork.<sup>2</sup>

Visitors should arrive at the school at an established time approved by the building principal. Upon arrival at the school, visitors must register at the office where they will receive a badge, instructions, and complete any required visitation paperwork.

All staff members shall be responsible for requiring a visitor to demonstrate that s/he has a visitor's badge, has registered at the school office, and has received authorization to be present for the purpose of conducting the business noted in the request for visit.

No visitor may confer with a student in school without the approval of the principal or designee.

Visitors may not share matters of student engagement or any other educationally relevant information with other members of the public as this is a violation of student records (FERPA).

While the Board and district support visits by a parent/guardian to their child's school, parents/guardians should make every attempt to first participate in the various building sponsored events designed to create quality partnerships between home and school. Outside of these programs, visits may not occur more than once per quarter, unless requested by district personnel for an educational purpose.

Parents/Guardians who wish to engage in the academic programming of the school building beyond the frequency outlined in this policy should register with the building as a volunteer and complete the required state/federal clearances.

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<sup>2</sup> 24 P.S. 510; 22 Pa. Code. 14.108.

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.

Every school visitor shall comply with the requirements of Board Policy No. 904.

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

Failure to comply with the provisions of this policy may also result in arrest to the extent that such conduct violates federal and/or state law and regulations.

#### Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:<sup>3</sup>

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

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<sup>3</sup> 24 P.S. 2402 (Military Uniform).