

**BLOOMSBURG AREA SCHOOL DISTRICT
Policy Manual**

Section: COMMUNITY
Title: SCHOOL VISITORS
Date Adopted: August 17, 1981
Date Last Revised: March 15, 2004

907. SCHOOL VISITORS

- .1 The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. To insure order in the schools, it is necessary to establish guidelines governing school visits.

- .2 The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this district. The following procedures are to be followed:
 - .21 Persons wishing to visit a school should make arrangements in advance with the school office in that building.

 - .22 Upon their arrival at the school, visitors must register at the office.

 - .23 Staff members shall be expected to require that a visitor has duly registered at the school office and received authorization to be present for the purpose of conducting business.

 - .24 No visitor may confer with a student in school without the approval of the principal.

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