

SEVEN GENERATIONS CHARTER SCHOOL	SECTION: COMMUNITY
	TITLE: 907 – SCHOOL VISITORS
	ADOPTED: October 11, 2016
	REVISED: April 11, 2017

Policy	<p>The Board of Trustees of Seven Generations Charter School (“Board”) welcomes and encourages interest in school educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, student teachers and educators and other officials. To ensure order in the school and to protect students and employees, it is necessary for the Board to establish policy governing school visits.</p>
Delegation of Responsibility	<p>The CEO or designee have the authority to prohibit the entry of any individual to the school, in accordance with Board guidelines and state and federal law and regulations. The CEO or designee shall develop administrative procedures to implement this policy and control access to school buildings and school classrooms</p>
Guidelines	<p>Persons wishing to visit should make arrangements in advance with the school office.</p> <p>After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.</p> <p>Upon arrival at the school, visitors must register at the office where they will receive instructions in accordance with established administrative procedures. All visitors will wear a “SGCS Visitor” ID card while on school premises.</p> <p>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.</p> <p>Should an emergency require that a student be called to the school office to meet a visitor, the CEO or designee shall be present during the meeting.</p> <p>Failure to comply with these procedures shall result in more limited access to the school as determined by the CEO or designee, consistent with Board policies, school rules and federal and state law and regulations.</p> <p><u>School Tours</u></p> <p>Visitors with prospective students requesting a tour of a school should contact the CEO or designee who will then assign someone to conduct the tour in accordance with established administrative regulations.</p>

References	State Board of Education Regulations – 22 PA Code Sec. 14.108 School Code – 24 P.S. Sec. 510
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