

UNITED SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: October 13, 2008

REVISED: August 9, 2011

907. SCHOOL VISITORS	
1. Authority SC 510	<p>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, and interested educators. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee and building principal 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. No visitor is permitted on district property without proper permission or clearance from a building administrator. A visitor is defined as any person who is not a member of the student body or school employee. A visit is defined as any one (1) trip to the school on any given day. Violators may be prosecuted.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p>
3. Guidelines	<p>Persons wishing to visit a school should make arrangements in advance with the school office in that building.</p> <p>Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a badge, and receive instructions.</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>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>No visitor may confer with a student in school without the approval of the principal. 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.</p>

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 14.108

Military Visitors – 24 P.S. Sec. 2402

Board Policy – 000, 250