

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: June 24, 1999

REVISED: April 26, 2011

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907 SCHOOL VISITORS

Authority

The Joint Operating Committee (JOC) welcomes and encourages visits to school by parents, adult residents and interested educators. To ensure order in the school, it is necessary for the Joint Operating Committee to establish policy governing school visits.

Delegation of Responsibility

The administration has the authority to prohibit the entry of any individual to the school, in accordance with the Joint Committee; Attached visitor guidelines (907VG).

these regulations shall be conspicuously posted at all four building entrances and shall indicate that failure to comply with the procedures may subject a person to prosecution for criminal trespass under the crimes code of the Commonwealth of Pennsylvania.

Guidelines

1. To protect the staff and students from the possibility of personal harm as well as from unnecessary distractions which interfere with the educational program, all visitors to the school must sign in.
2. Each visitor must register, in writing, with the school office upon entering the building. A visitor ID Badge will be issued and must be worn at all times during the visit. Each visitor will sign out at the end of the visit.
3. All staff members shall require that a visitor has duly registered in the school office.
4. Staff members may request proof of identification.
5. No visitor may confer with a student without approval of the administration.
6. Should an emergency require that a student be called to the office to meet a visitor, an administrator or designee shall be present during the meeting. The administrator or designee will make parent/guardian contact with regards to the emergency visit.

Protective Student Visitors

The parent or legal guardian of a minor child who is not currently enrolled in the Career Center may contact the appropriate building administrator to schedule a school visit for the purpose of touring the school and/or observing one or more classes. A minor child who is not enrolled as a student in the Career Center will not be permitted to attend or visit the career center unless:

1. The child's parent or legal guardian has obtained the approval of the building Administrator/designee at which the visit will occur.
2. The building administrator/designee has determined, prior to granting approval, that the nature and length of the visit will not disrupt the school's classroom activities or academic programs.
3. The parent or legal guardian of the child accompanies the child to school on the date(s) of the scheduled visit.
OR
The sending district Guidance Department has scheduled the student visit as part of the Career Center's recruitment schedule.
4. Both the parent or legal guardian and the child follow the registration and other visitor procedures described in this policy.
5. The transportation of the prospective student visitor is a parental and sending district responsibility. The career center will be notified by the sending district of the arrangements made.

References:

School Code – 24 P.S. Sec. 510

Visitor Guideline – 907 VG

SCHOOL VISITORS (907 VG – ADOPTED May 26, 2011)

To ensure the safety and security of our students and staff and the orderly operation of the A. W. Beattie Career Center educational programs, all parents and guardians and other individuals planning to visit the building or offices during the school day are required to follow the Center's registration and check-in/check-out procedures.

Pre-Registration

All non-district personnel desiring to visit a classroom or other area of a school building during the school day must call the building office and pre-register for an appointment prior to the date of the visit, with the exception of daycare parents for daily drop offs and pick-ups and community members accessing the Beattie Restaurant and Cosmetology Salon on "Community" operating days. Absent of an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage, as necessary.

Parents and guardians who are dropping off items for a student in the front office, and who will not otherwise be proceeding into the school building proper, may do so without advance registration.

Admittance Procedures

1. Upon arrival at the building, visitors must use the call box in order to gain access to the building. All individuals seeking admittance to the building will be asked to provide their name and reason for the visit. Upon approval, they will be granted access to the front office.
2. Upon gaining admittance to the school building, visitors must then register in the building office before proceeding to any other part of the building.
3. As part of the registration process in the front office, all visitors will be asked to sign the visitors register and provide their driver's license or other state-issued photo-identification, which will be held by the building office for the duration of the visit. Car keys may be accepted in lieu of a driver's license or photo ID at the discretion of the building office.
4. Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.
5. Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
6. Upon conclusion of the visit, the visitor must return to the building office, sign out on the Visitor Register and return the visitor badge. Once the visitor has check out, the building office will return the visitor's drivers license, ID or keys, as applicable, and ensure that the visitor exits the premises
7. Notwithstanding the foregoing, the administration may deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and learning environment.

These procedures are implemented pursuant to Joint Operating Committee A.W. Beattie Career Center buildings and property policy 907 and apply to all. Administration will ensure that these procedures are posted in a visible location(s) in the school building. Notice of these procedures will also be posted on the Career Center's website.