

UNIONTOWN AREA  
SCHOOL DISTRICT

SECTION: 900 COMMUNITY

TITLE: SCHOOL VISITORS

NUMBER: 907

ADOPTED: MARCH 7, 2016

REVISED:

907 SCHOOL VISITORS	
<p>1. Purpose 24 P.S. 510  22 PA Code 14.108</p>	<p>The Board welcomes and encourages visits to school by parents/guardians, community members, or interested educators. To assure that the greatest benefit can be derived from such visits and to ensure safe order in the school and protection of the rights of students and staff, it is necessary to establish guidelines governing school visits.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee and building principal has the authority to permit or prohibit the entry of any person to a school in the district.</p>
<p>3. Guidelines</p>	<p>The following procedures will be implemented:</p> <ul style="list-style-type: none"><li>• Persons wishing to visit a school should make arrangements in advance (24-48 hours).</li><li>• Upon arrival on the grounds of a school campus, visitors must register at the school office to conduct their business. Visitors must comply with School District security procedures in place.</li><li>• The presence of a non-registered visitor on a school's campus will be reported to the school resource officer and/or local/state police.</li><li>• All visitors will be required to wear and openly display an authorized School District visitor's pass during the time they are in the school. Such passes will be provided at the main office and must be returned to the office immediately prior to the visitor leaving the school's campus.</li><li>• Staff members shall be expected to require that a visitor has duly registered at the school office and received an</li></ul>

authorized School District's visitor's pass to be present for the purpose of conducting business.

- No visitor may confer with a student in school without the approval of the building administrator or designee and parents unless a Court Order is presented or the person is mandated.
- Should an emergency require that a student be called to the office to meet a visitor, the principal or designee shall be present during the meeting.
- There may be times when the District's school buildings will not be open to visitors because of school security concerns and emergency situations.
- For security purposes, all entrances to District school buildings are secured during school hours of operation. Visual inspection and proof of identity may be required of an individual prior to granting access.
- Visitors who are not parents may be required to present the appropriate clearances as determined by District Administration.
- Electronic surveillance devices are being used within the schools to protect students and staff. Individual found tampering with surveillance equipment will be prosecuted to the fullest extent of the law.
- Individuals exhibiting disorderly conduct or refusing to follow School District Rules while on school property are subject to arrest. Arrest on District property will result in loss of future visiting privileges and possible further action.

#### Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

- Visit and meet with employees and students when such a visit is in compliance with Board Policy and District Procedures.
- Wear official military uniforms while on District property.