

No. 907

SECTION: Community

TITLE: School Visitors

CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: February 14, 2017

907 – SCHOOL VISITORS		1
1. Purpose	The Catasauqua Area School District encourages parents/guardians, adult residents, professional educators, and others who have legitimate interests pertaining to district students and the district’s educational program to visit the schools. This policy implements that purpose, consistent with the need to minimize disruptions to the educational process and subject to the security needs of the school environment.	2 3 4 5 6 7 8 9
2. Definitions	When used in this policy, the terms described in this part 2 shall have the following meanings: Visitor shall mean any person, other than an enrolled student or district employee, who desires to visit a school. School shall mean a school building, school property, or vehicle used for school purposes, which is owned, leased, or used by the Catasauqua Area School District.	10 11 12 13 14 15 16 17 18 19
3. School Visitors	Visitors are welcome at schools, provided their presence is not disruptive and they have an established purpose.	20 21 22
School Code § 510	<ol style="list-style-type: none"> 1. All visitors should have an appointment. Upon arrival at the school, visitors must buzz in, state their business, and be escorted to or report to the main office to be registered and signed in. They may be asked to provide identification. They will receive instructions and a visitor’s identification badge. The visitor will be escorted to and from his/her destination. Upon departure, visitors must sign out and return the visitor’s badge. 2. If the visitor does not have an appointment, but merely desires to drop off something for a student, the visitor should leave the item at a designated location. 3. If the visitor does not have an appointment and there is an emergency, the visitor will be escorted to the main office. 	23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

4. If the unscheduled visitor arrives to pick up a student, he/she shall be asked to provide identification (if not already known) and the student database shall be checked (if necessary) to ensure the visitor has permission to receive the student. The visitor shall be required to sign out the student.
5. Registered visitors must wear a visitor’s badge during the time they are in a school building and the badge must be displayed in a clearly visible manner.
6. In the case of special events which large numbers of visitors will attend, the building principal may alter registration requirements. All visitors must follow instructions from school district employees.
7. School district employees are responsible to ensure that visitors have registered and display a visitor’s badge.
8. No visitor may confer with a student without the advance approval of the building principal, unless the visitor is the student’s parent/guardian.
9. If an emergency requires that a student be called to the main office to meet a visitor, the principal, his/her designee, a counselor, or a nurse shall be present at the meeting.
10. Any person, other than a school district student or authorized employee, who enters or remains at a school without permission during the school day shall be considered a trespasser.
11. Any visitor, at any time of day, who refuses to obey a directive from a school district employee not to enter or remain at a school shall be considered a trespasser.
12. Any minor who is not enrolled in the Catasauqua Area School District or accompanied by a parent/guardian may not visit a school without the advance approval of the building principal.
13. The Superintendent, his/her designee, and any building principal shall have the authority to prohibit any person from visiting a school, so long as there is an articulable, non-arbitrary reason for the prohibition and it is consistent with Board policies and applicable law.
14. Subject to such restrictions and prohibitions as may be imposed by the building principal, visitors will generally be permitted to take photographs and videos, and record sound, at school sporting, musical, dramatic, and other performance-type events. Otherwise, no visitor shall take any photographs or videos in any part of any school,

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or record any conversation of any kind at a school, without the prior approval of the building principal, the Superintendent, or their designees.

- 15. No visitor shall use foul, profane, or abusive language or actions at a school. This requirement is subject to heightened enforcement if undertaken in a loud or offensive manner, or in a manner observable by other persons.

4. Classroom Visitations

Parents/guardians may be invited into a school to participate and/or observe a student learning experience in a classroom in which their child is enrolled on one or more occasions each school year. Parents/guardian may attend, but must follow procedures established by the building principal, and shall not interrupt instruction.

Professionals needing to observe students as part of a special or gifted education evaluation/re-evaluation process may visit a school with the advance approval of the building principal or his/her designee.

A building principal or his/her designee may decline a request for a classroom visitation if the individual has disrupted classroom activities on a previous occasion or cannot justify a useful purpose for repeated classroom observations, or for any other articulable reason which is not arbitrary and is consistent with board policies and applicable law. The decision may be appealed to the Superintendent.

5. School Tours

Visitors with prospective students who wish to tour a school must contact the building principal. The principal will assign a date and time for the tour and will appoint someone to give the tour.

6. Loitering

School district employees shall report to the building principal any person loitering in, or, or near a school.

The principal may request an unauthorized person to leave the school, or may cause him/her to be removed from the school.

If a person does not leave voluntarily or resists removal, the principal shall notify law enforcement officials and request assistance.

The principal shall notify the Superintendent about any such situation as soon as possible.

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7. Exceptions

With the prior approval of the building principal, the following persons are not required to follow the general rules for visitors, but shall follow such rules as are established by the building principal:

- 1. Volunteers.
- 2. A person not employed by the school district who is delivering goods or services to an authorized school district employee.

8. Military Personnel

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

24 Pa. Stat. Ann. § 2402

- 1. Visit and meet with school district employees and students when such visit is in accordance with board policy and school district procedures, including requirements for advance appointments and appropriate reasons for the visitation.
- 2. Wear official military uniforms while on school district property.

9. Special Education and Special Services Classrooms

When visitations are considered for special education or special services classrooms, the confidentiality of other students must be considered in determining the appropriateness and scope of the visitation. The building principal or his/her designee is responsible to establish appropriate requirements for each visit. The visitor may be required to execute a Visitor Confidentiality Agreement.