

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: 10/05/64

REVISED: 02/26/90, 6/22/09, 01/23/12

# SOUTHERN LEHIGH SCHOOL DISTRICT

<p><i>Replaces former policies 1240,1240.1</i></p> <p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">907. SCHOOL VISITORS</p> <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 educators and other officials. 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> <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.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p> <p>Persons wishing to visit a school should make arrangements in advance with the school office in that building.</p> <p>The principals shall have the authority to evict anyone from the premises, who in their estimation, is causing a disturbance.</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.</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>
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A visitor identification (I.D.) badge system has been implemented to enhance the safety and security within the school buildings and on school grounds.

All visitors shall display a temporary identification badge, hereinafter known as a Visitor Badge, while they are in a Southern Lehigh School District building during regular school hours whether or not there are students within that building at the time of the visit. This pertains to, but is not limited to, all individuals who are not school district employees including delivery personnel, sales persons, and construction or repair workers. No Visitor Badge will be required at sporting events, open-houses, or other events as determined by the building and/or school district administration.

Visitors, after reporting to the main office or other designated reception area, will register (providing at a minimum: name, date, time of arrival and departure, who is being visited, and nature of business) and, as is applicable, will be given a Visitor Badge. Visitors may be required to submit a driver's license or other form of identification to the designated receptionist to assure proper identification and check-out by the visitor. The I.D. may be retained at the designated reception area. Visitors who fail to submit proper I.D. may not be permitted entry into the school facility. Upon return of the Visitor Badge, the visitor(s) will have their I.D. returned.

The Visitor Badge is to be worn at or above the waist and in clear view at all times. The Visitor Badge is valid only for the date of issuance.

Visitors are not permitted to wander through the building, but must report, or be escorted to, the area identified as acceptable for visitation and then back to the main office or other designated reception area.

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