

SHALER AREA SCHOOL DISTRICT

No: 907

SECTION: COMMUNITY

TITLE: BUILDING SECURITY-VISITORS

ADOPTED: JULY 13, 1998

REVISED: SEPTEMBER 16, 1998; DECEMBER 9, 2009; SEPTEMBER 15, 2010; NOVEMBER 18, 2020

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, 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>
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.</p> <p>The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.</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 must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as:</p> <ol style="list-style-type: none">1. Sign in and sign out.2. Receive a pass or badge.3. Receive instructions.4. Be provided with a guide.5. Be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.6. Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked. <p>All staff members shall be responsible for requiring a visitor demonstrate that the visitor:</p> <ol style="list-style-type: none">1. Has a visitor's pass.2. Has registered at the school office and received authorization to be present for the purpose of conducting business.3. No visitor may confer with a student in school without approval of the

