

SECTION: COMMUNITY

TITLE: ACCESS TO SCHOOL DISTRICT BUILDINGS AND GROUNDS

ADOPTED: February 5, 1998

REVISED: July 19, 2007

COUNCIL ROCK SCHOOL DISTRICT

	<p style="text-align: center;">907. ACCESS TO SCHOOL DISTRICT BUILDINGS AND GROUNDS</p> <p>1. Purpose The purpose of this policy is to provide for the proper registration of school visitors and the security of our school buildings and grounds. This policy promotes the safety of our buildings and the security of our school facilities.</p> <p>2. Delegation of Responsibility SC 510 The Superintendent, building principal, or a school employee has the authority to prohibit the entry of any person to a school district property. The Superintendent may also temporarily suspend or temporarily exempt areas of school district properties from the provisions of this policy for activities, including but not limited to School Board meetings, graduation, or Back-to-School Night.</p> <p>The Superintendent and school administrators shall establish rules and procedures to govern access to school buildings. For purposes of this policy, employees of the district, contracted services personnel, and School Board directors will be considered authorized personnel when they are performing school district business.</p> <p>3. Guidelines During the school day, a person other than authorized personnel of the district, who enters onto or remains upon school district property and refuses to obey an order by a school district administrator or his/her designee not to enter or remain upon school district property, is considered to be trespassing.</p> <p>During the school day, visitors entering a school district building including but not limited to parents/guardians of record; contractors and subcontractors; salespersons; delivery people; and township, state and federal officials, are permitted to visit only upon registering with the building secretary in the designated office. Identification acceptable to the building administrator may be required. Bags and parcels brought into school by a visitor may be searched at the discretion of the building administrator.</p> <p>Visitors will be required to wear and display a visitor's badge during the term of their stay in the school building. Any person, other than authorized personnel, who does not register in the school office, is considered to be trespassing.</p>
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18 Pa. C.S.A.
Sec. 3503

Visitors who enter school buildings on a regular basis may, with the permission of the building principal, register in the office and provide a copy of their schedule to the principal or his/her designee. At that time, visitors will receive a visitor's badge to be worn when entering the school building during the school year. At the end of each day, each building principal shall obtain these badges from the registered visitors.

Voters and election officials are excluded from the provisions of this policy during dates of regular and special elections to the extent they confine themselves to designated voting areas.

During the time when school is not in session and school buildings and offices are closed to the public, no person other than authorized personnel, is permitted to be in a school building or school office, or within a fifty (50) foot perimeter of any such building or office. However, voters, election officials, and members of organizations with a valid facility use permit shall be excluded from the provisions of this policy for the times listed on the facility use permit.

For purposes of this policy, school district officials and local police departments are authorized to proceed against trespassers to the fullest extent of the law, including prosecution.

The Superintendent is authorized to post notices in each school district building and on school district grounds advising the community of the provisions of this policy.

Classroom Visitations

A **classroom visitation**, for purposes of this policy, is a specific request by an individual to visit the classroom while the class is engaged in instruction. In an effort to minimize disruption to the educational program, while also recognizing the need for classroom visitations by individuals other than school officials, the following procedures are to be followed:

1. All requests for classroom visitations must be scheduled in advance with the building principal/designee. The date, time, class to be visited and purpose of the visit must be stated prior to the principal/designee issuing his/her permission.
2. The principal/designee will seek to arrange a mutually convenient time.
3. As a courtesy, the principal/designee will contact the teacher to make him/her aware of the classroom visitation.

4. If, in the judgment of the principal/designee, the possibility exists for a classroom visitation to be disruptive or to interfere with the educational setting, s/he may deny permission. That decision must be communicated, in writing, to the Superintendent within twenty-four (24) hours of communication to the parent/guardian.
5. Classroom visitors are not to interfere in any way with classroom activities during visitations.
6. Classroom visitors must be accompanied by a school district employee at all times when in the presence of students.

References:

School Code – 24 P.S. Sec. 510

PA Crimes Code – 18 Pa. C.S.A. Sec. 3503