

**PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL**

**Book:** Policy Manual

**Section:** Administration

**Title:** Visitation to School Site Policy – Non-Family Members

**Reference:** 34 CFR 300.519, 300.30, 300.45  
22 PA Code 11.11

**Adopted:** March 6, 2019

**Revised:**

**PURPOSE:** The purpose of this Policy is to establish procedures for school building visits. The CEO has primary responsibility for ensuring visitor access in the school building and visitor conduct are monitored and supervised while on the school premises. The CEO, or designated authority, may deny access to any individual seeking to enter the school if he/she deems that the visitor’s presence poses a threat, danger or disruption to school activities or instruction.

**SCOPE:** Visitors to PDLCS.

**POLICY AUTHORITY:** Policy draft is reviewed by the CEO of PDLCS; then (1) sent to the Board of Trustees, and (2) presented at the next formal, public Board Meeting for review, public comments and approval.

**DETAILED POLICY STATEMENT:** The Board of Trustees (“Board”) of PDLCS recognizes that from time to time current or potential vendors, business management professionals, building owners, and members from the community may visit the school property to conduct meetings/trainings, deliver school materials, etc. While the Board of Trustees does not want to limit the access to the school, its primary intent is to ensure a safe working environment for staff members and visitors.

**SAFETY PROCEDURES FOR ALL SCHOOL VISITORS:** Unless otherwise instructed by the CEO, all visitors must report to the administrative offices to identify themselves. Visitors must sign the school security visitor’s log upon entering the school and sign out prior to exiting the building. Any non-recurring visitor must be accompanied at all times by a school employee and wear a visitor badge while on site. All staff members shall relay concerns regarding the presence or conduct of visitors to the CEO immediately so that appropriate action may be taken.

**SAFETY PROCEDURES FOR RECURRING VISITORS:** Visitors from the school’s business management group, auditors, Intermediate Unit or building landlord personnel may visit the school on a recurring or frequent basis. These individuals should be met by a member of the administration team but once

identity has been verified, these individuals will be granted access to the school grounds without school supervision.

**DELIVERY DRIVERS:** Drivers making deliveries to the school should report to the Materials Coordinator for access to the school property and will be limited access to the shipping area unless other arrangements have been made and approved.

**FAMILY MEMBER VISITS:** Procedures regarding family member visits to the school are outlined in the Board Policy Visitation to School, Classroom or Program Site.

**VISITORS PARTICIPATING IN IEP/504 MEETINGS:** Visitors may be allowed entry to the school for the purpose of meeting with school staff regarding a student who is receiving special education services. Such visitors may include educational advocates, attorneys, evaluators and parent designees. However, these visitors should only remain in the building for the purpose and duration of their scheduled IEP meeting and should not be allowed to walk unaccompanied through the school or observe live learning. Upon arrival to the school, the visitor, after signing in and obtaining a visitor's badge, should report to the Principal or Principal's designee.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.