

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

No. 907

SECTION: COMMUNITY  
TITLE: CENTER VISITORS  
ADOPTED: October 20, 2011  
REVISED: October 15, 2020

## 907. CENTER VISITORS

### Authority

The Joint Operating Committee welcomes and encourages interest in the center's educational programs and other center-related activities. The Joint Operating Committee recognizes that such interest may result in visits to the center by parents/guardians, adult residents or staff of participating school districts, educators and other officials. To ensure order in the center, and to protect students and employees, it is necessary for the Joint Operating Committee to establish policy governing center visits.

### Delegation of Responsibility

The Administrative Director or designee and building administrator have the authority to prohibit the entry of any individual to the center, in accordance with Joint Operating Committee guidelines and state and federal law and regulations.

The Administrative Director or designee may limit visitors to designated areas or may limit the number of visitors to a center building when necessary to protect the health and safety of students, staff and the public.

The Administrative Director or designee shall develop administrative regulations to implement this policy and control access to center buildings and classrooms.

### Guidelines

Persons wishing to visit the center should make arrangements in advance with the center's main office.

Upon arrival at the center, 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 school community as well as in and out, receive a pass, receive a badge, receive instructions, and be informed of the center's health and safety rules, which must be followed prior to entry and while

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the visitor is in the center building and on center property.

One (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the center. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's pass and has registered at the center office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in the center without the approval of the building administrator.

Should an emergency require that a student be called to the office to meet a visitor, the building administrator or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the center as determined by the building administrator, consistent with Joint Operating Committee policies, center rules and federal and state law and regulations.

Students who are enrolled at one of the sending schools may visit the center if they have obtained prior permission from the home school and the center in accordance with established guidelines.

Students from non-sending school districts must obtain approval from the Administrative Director or designee prior to visitation.

Former students may visit only after current students have been dismissed for the day.

### Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.

The building administrator or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the center for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building administrator or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Joint Operating Committee policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

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Parents/Guardians shall be required to follow appropriate guidelines and safety procedures when visiting classrooms.

### Military Personnel

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

Visit and meet with center employees and students when such visit is in compliance with Joint Operating Committee policy and center procedures.

Wear official military uniforms while on center property.

### **PSBA Revision 8/2020 © 2020 PSBA**

#### Legal

1. 24 P.S. 1850.1

2. Pol. 705

3. Pol. 709

4. 22 PA Code 14.108

5. 24 P.S. 2402 (Military Uniform)

6. Pol. 250