

**CAPITAL AREA
SCHOOL FOR THE
ARTS CHARTER
SCHOOL (CASA
CHARTER SCHOOL)**

SECTION: COMMUNITY
TITLE: SCHOOL VISITORS
ADOPTED: 6/10/2013
REVISED: 10/16/2023

907. SCHOOL VISITORS	
<p>1. Authority SC 510 SC – Art. XVII - A</p>	<p>The Capital Area School for the Arts Board of Trustees (Board) welcomes and encourages interest in charter school educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, donors, artists, and interested educators. 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>2. Delegation of Responsibility</p>	<p>The CEO, Principal, or designee has the authority to prohibit entry of any individual to the charter school, in accordance with Board guidelines and state and federal law and regulations. The CEO, Principal, designee, and classroom teacher each have the authority to ask a visitor to leave if the visitor disrupts the school setting, classroom routine, educational program, or daily schedule. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.</p>
<p>3. Guidelines</p>	<p>Persons wishing to visit the school should plan in advance with the school office.</p> <p>Upon arrival at the school, visitors must register at the office where they will sign in, sign out, and receive instructions.</p> <p>All entrances to the schools shall be locked. Visitors must enter through a buzzer system at the main entrance.</p> <p>All staff members shall be responsible for requiring a visitor to demonstrate that they have 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 CEO, Principal, or designee. Should an emergency require that a student be called to the school office to meet a visitor, the CEO, Principal, or designee shall be present during the meeting.</p> <p>Failure to comply with these procedures shall result in more limited access to the school as determined by the CEO, Principal, or designee, consistent with Board policies and school rules.</p>

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<p>SC 510 Title 22 Sec. 14.108</p> <p>24 P.S. Sec. 2402</p>	<p>Charter School contractors visiting the Charter School have to proceed to the school's sign in location, present their ID to school staff and sign in.</p> <p>Charter School contractors must wear their approved ID badge at all times while visiting the school.</p> <p>Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit.</p> <p>The CEO, Principal, or designee must grant prior approval for the visit and shall notify the classroom teacher prior to the visit. No visitor shall go directly to a classroom to deliver or pick up students or speak with teachers unless such visits have been approved by the CEO, Principal, or designee. Any such permissions shall be documented.</p> <p>Parents/Guardians shall be limited to one (1) class period per month, per child in the school 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 room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.</p> <p>The CEO, Principal, or designee 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 Board policy. Failure to leave when asked or repeated, documented disruptions may result in law enforcement being contacted and/or loss of classroom visitation privileges.</p> <p>Possession of weapons in the building is a threat to the safety of students and staff and is prohibited by law. Law enforcement will be notified for any person possessing a weapon on school grounds or attempting to access school grounds.</p> <p>Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:</p> <ol style="list-style-type: none">1. Visit and meet with charter school employees and students when such visit is in compliance with Board policy and charter school procedures.2. Wear official military uniforms while on charter school premises/property. <p>References:</p> <p>School Code – 24 P.S. Sec. 510, Article XVII – A</p> <p>State Board of Educational Regulations – 22 Pa Code Sec. 14.108 Military Visitors – 24 P.S. Sec. 2402</p>
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