

VISITORS TO THE SCHOOLS

Background

The Mt. Lebanon School District is committed to the safety and well-being of its students and its employees, and recognizes that one element of safety is the regulation of visitors to the schools.

Objective

It is the objective of this policy to provide limits on access to the schools in such a way as to balance the need for security with the access by parents/guardians and other visitors having legitimate purposes for visiting the schools.

Policy

It is the policy of the District that all persons visiting any school building during school hours, other than students and employees assigned to such school building, shall promptly register at the Principal's office (unless another procedure is approved for a particular building). Violation of this policy may result in exclusion from the school building, or, if deemed appropriate by the Administration, may result in arrest and prosecution.

It is also the policy of the District that the Administration may adopt, with the approval of the Board, additional guidelines and procedures for the regulation of visitors to school buildings including but not limited to:

1. Limiting locations at which visitors may enter school buildings.
2. Implementing various procedures for identifying and admitting employees and visitors, such as a visitor management system (e.g., Raptor), identification tags, swipe cards or keypad locks.
3. Procedures for visitors after school hours.
4. Such other security measures as are appropriate.

Administration Responsibility

It shall be the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation or enforcement where necessary.

Communication

This policy shall be communicated to:

1. District Staff
2. Students and Parents/Guardians through Parent/Student Handbooks
3. The Mt. Lebanon Community
4. All school visitors by posting signs at all school buildings
5. The Mt. Lebanon Police Department

Adopted April 15, 1996
Revised November 19, 2007
Reviewed May 7, 2013
Reviewed March 12, 2018
Revised January 23, 2023