

## **PURPOSE**

The Visitor Policy is intended to provide clarity for students, staff, parents/guardians, and other authorized individuals for visiting the School. This policy is intended to establish clear procedures for visiting the school for student and staff safety.

**ALL visitors must have a scheduled meeting before being admitted to the building.** If you need to arrange a meeting to receive approval, please call the front office at 267-669-1450 x1000 or x1001.

The CEO or Principal have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program, or daily schedule. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

## **DEFINITIONS**

**Visitor - A parent/guardian, volunteer, educator, official, or other individual who is not a school employee or independent contractor, and who visits the school or attends or participates in an event or activity at the school.**

### **ALL Visitors will be required to:**

- State their name
- Provide a Photo ID or Badge
- State the purpose of their visit
- Sign in and out of the School

Upon completion of the visit, the visitor shall return to the main office, if necessary, to return materials and if necessary enter departure time in the Visitor's Log. Administrators shall have the right to adapt or set aside the above procedures in event of special activities such as assembly programs, athletic events, or performances.

### **Visitor Guidelines**

1. No visitor shall be permitted to interrupt a staff member in the performance of duties whether that interruption is for conversation or observation.
2. To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the CEO or Principal.

3. No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to teachers unless such visits have been approved previously by the CEO or Principal. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian gives explicit permission in writing to release the student to a designated family member or adult.
4. Should an emergency require that a student be called to a school office to meet a visitor, an Administrator shall be present throughout the meeting.
5. All visitors to the building are required to follow these procedures. All parents, former students, and former staff members, as well as delivery people and vendors, should be held to the policy.

### **Maintenance of School Safety**

1. The school has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or staff, or intent on committing an illegal act. Wherever possible, the school shall specifically indicate the circumstances under which a parent may return.
2. A copy of this visitor policy will be made available at the security desk.
3. Visitors must display their Visitor's Pass or Identification Badge at all times while on the premises. School staff who observe visitors without proper identification are to report that information immediately to the school office.
4. Buildings and grounds shall be secured at all times in such a manner as to deter unauthorized entry and discourage breaking into facilities. This shall include the establishment of a security locking system and the use of gates traffic control devices designed to exclude intruders, such procedures to be approved by the School Climate department.
5. School administrators, school security personnel, and such other persons assigned responsibilities for the supervision of students, programs, and property are authorized to implement prosecution proceedings subject to the following conditions:
  - a. Person(s) involved have entered facilities either by subterfuge, breaking and entering, or remaining after being directed to leave the premises.
  - b. Person(s) have interfered with authorized programs and activities or are under suspension with the privilege to be on premises removed and refuse to leave the premises.
  - c. Organizations or groups which have been provided access to the facilities fail to adhere to regulations and procedures governing use of facilities and have been directed to leave the premises.
  - d. Driver(s) of motorized vehicle(s) which enter restricted areas on school premises or fail to adhere to parking and speed requirements. Non-licensed operators are

prohibited from driving on school premises and non-licensed motorized vehicles are prohibited from entering school premises.

- e. Person(s) who are a threat to the safety of either the staff or facilities may have entry privileges removed or may be prosecuted, whichever action seems most appropriate by the school administrator. Such action shall include, but not be limited to, the following reasons:
    - i. False fire alarms;
    - ii. Bomb threats;
    - iii. Threats to persons;
    - iv. Accidents or incidents involving bodily injury;
    - v. Unauthorized demonstrations;
    - vi. Disregard and violation of school policies and regulations;
    - vii. Violation of any provision of Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes if the violation occurs on school property or property utilized for school purposes; or
    - viii. Violation of any provision of Section 777 and other applicable sections of the Public School Code.
  - f. Person(s) have entered school vehicles without prior authorization, vandalize school vehicles, or vehicles of employees on school premises.
  - g. Person(s) who are a threat to the safety of students or employees while utilizing school transportation facilities may have their riding privileges removed or may be prosecuted, whichever action seems most appropriate by the school administrator.
6. Pursuant to City of Philadelphia Ordinance "Unauthorized Entry on School Premises," 1971 and 19 P.S. Section 3503 Defiant Trespass, school administrators, security personnel, and such other persons assigned responsibilities for the supervision and care of students, programs, and property are authorized to utilize law enforcement agencies as deemed necessary to implement this policy.

### **Visitation to Classrooms**

The School encourages parents and guardians to make informed decisions about the programs and services recommended for, or to which their child receives. Parents and guardians are encouraged to become involved in the ongoing education and development of their children; occasional classroom or program site visits can promote effective parental involvement. However, the interest that parents and guardians often have in visiting classrooms and program sites must be weighed against the disruption and distraction that often accompanies such visitations.

Many children require a high level of consistency and predictability and low levels of visual and auditory distraction to learn and develop. The purpose of this policy is to establish rules that

recognize the need of parents and guardians to inform their decisions about the education of their children without compromising unnecessarily the rights of other children to a stable, safe, and disruption-free learning environment.

A parent or guardian, or a person with appropriate professional expertise designated by a parent or guardian, may visit a classroom or program site when (a) the School has specifically recommended that classroom or program for their child; (b) the School has assigned the child to that classroom or program; or (c) the child is currently placed in that classroom or program. The provisions of this policy shall apply to all programs and activities including those located in off-site locations or before or after school hours if at a school-sponsored event or activity.

### **Scheduling Advanced Notice**

Parents or guardians must try to arrange visitations at least three (3) school days in advance with the CEO or Principal, or in the case of a special education program or service, with the responsible Administrator for special education. The parent or guardian must state the reason for the visitation. Nothing in these guidelines shall require the School to schedule a visitation within three (3) days of receipt of a request unless it is required to do so by law, regulation, or order.

Parent and guardian visitation must not exceed one class period of silent observation in areas in which children are receiving instruction or are participating in activities.

The total number of visits to any one classroom may not exceed two (2) for any one child in a school year without express permission from the CEO or Principal. Parental participation in classroom activities or programs such as classroom parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

Timing of visits shall be determined by the School, in its sole discretion, depending on such factors as the type and intensity of planned instruction or activities, the susceptibility of individual students to the disruption known or likely to be caused by the visit, the stated purpose of the visit, the number of adults the visit will place in the room at the same time, and the total amount of traffic in the classroom at or near the time of the visit.

### **Conditions of Visitations**

The following conditions shall be observed for all visits:

1. Visitors shall consist of not more than one (1) parents, legal guardians, grandparents, or surrogate parents, or one (1) appropriately-qualified professional designated by the parents/guardians, at any one time.
2. Parents or guardians must identify in writing the name, address, telephone number, and professional credentials of, and must sign a release permitting the disclosure of personally identifiable information to, any appropriately qualified professional that they have designated to visit the classroom or program site of their child. Such professional must provide all mandated state and federal child abuse and criminal clearances prior to the date of the visit to the School.
3. Visitors must abide by the entrance and exit procedures when arriving at or leaving the building.
4. The CEO, Principal, or the staff member responsible for the classroom or program may, in their sole discretion, terminate a visit at any time if, in the judgment of that CEO or staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff. Failure to leave when asked or repeated, documented disruptions may result in loss of further classroom visitation privileges.
5. During the visit, all visitors shall remain in such locations within the classroom or program site as are designated by the CEO or the staff member responsible for the classroom.
6. School employees shall not share with any visitor personally identifiable information concerning any students other than the student who is the subject of the observation.
7. In response to extraordinary circumstances, or to comply with the requirements of law, regulation, or order, the School may waive any time line or condition established in these guidelines. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions, of these guidelines.

### **Prohibition of Visitation**

Persons who arrive at the school without an established appointment will not be permitted beyond the school's main office. Parents/Guardians who come to the School to drop off an item for a student must leave the item in the School's office. Parents/Guardians are not permitted to walk the item to the student, nor are they permitted to walk a student to their classroom.

Failure to comply with the procedures outlined above, as incorporated into a procedure to be included in the Student Handbook, may result in more limited access to the School as determined by the CEO. The CEO has the authority, in accordance with School rules and federal and state law and regulations, to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or staff, or intent on committing an illegal act. Wherever

possible, the CEO shall specifically indicate the circumstances under which a parent may return. The CEO will implement this policy and control access to school building(s), classrooms, and school-sponsored events/programs through written procedures distributed annually to families through the Student Handbook or other communications which shall be sent home to parents and/or placed on the School website.

### **Photography, Filming, or Videotaping in the School**

The photographic reproduction of school programs, students or physical plants by non-school personnel or staff is generally prohibited. Exceptions may be made for:

1. The news media with approval from the CEO or Principal, and in accordance with the school's media policy
2. Educational purposes with the approval of the CEO or Principal where the program is of continuous duration, or school operations where the program is of limited duration.
3. Commercial purposes only with the approval of the parents of any students to be involved and the CEO or Principal.
4. Other purposes not listed above only with the approval of school operations and the CEO or Principal.

### **Student Late Arrival**

**Please press the buzzer.** Students will enter the building and be greeted by a staff member. They will enter the front office and be given a late pass and sent to class. All goodbyes will happen outside the front door.

### **Lunch and Bookbag Drop Off**

**Please press the buzzer.** Someone will come down to the door and ask you to write your child's name on a post it note. This item will then be distributed to your child.

### **Early Dismissal**

**Please press the buzzer.** Someone will come to the door. You will be asked to sign your child out and provide the staff member with your picture ID. The staff member will check your ID against the emergency contacts listed for your child. Your child will then be called downstairs for dismissal to the front doors.

*We take the safety of our school seriously and do not take lightly that you have entrusted us with your child. Thank you for your cooperation!*