



## **Propel Schools School Visitation Policy**

Propel Schools holds the safety of all stakeholders in high regards. In order to enter the building, all visitors must have in their possession a photo ID that will be scanned as a security measure. Propel Schools has the right to deny visitors into the building and/or have them exit school grounds at any time.

### **Scheduling of Appointments**

Persons wishing to visit a school shall make arrangements in advance with the school office in that building. Meetings/appointments should be scheduled at least twenty-four (24) hours in advance. Exceptions may be made at the discretion of the school principal or designee in the case of an emergency.

The principal has the authority to approve, disapprove or reschedule the visit for a more appropriate time. There may be times when parents/guardians want to meet with the principal and/or teachers without the opportunity to schedule an appointment. Principals will attempt to accommodate these requests, but the parents/guardians need to understand that the timing may prevent fulfilling that request.

### **Reporting to the Office**

School visitors shall be required to register at the school's main office and state the purpose of their visit. Visitors are required to present a photo ID to be scanned and processed before receiving a visitor's badge. In addition, the visitor is required to submit to any screening in place at that time, by the direction of the Superintendent. All visitors are required to receive and wear a visitor's badge. Upon completion of the visit, visitors are expected to sign-out and return the badge to the main office.

### **Expectations of Visitors During a School Visit**

It is expected that all visitors will acknowledge the school's responsibility for the health, safety and welfare of the students. If this is jeopardized, the visitor will be asked to leave the premises and may be restricted from visiting the school or attending school-sponsored events.

### **Audio, Video Recording or Photographs**

No visitor shall be permitted to photograph, record audio, or videotape any person or any part of the building or to tape record any conversation or non-public meeting (i.e. parent teacher conferences, IEP meetings, etc.) or event without the express consent of the school principal and each individual meeting/conversation participant. Audio or video recording of individual meetings may be permitted if such recording is required to permit a person with a disability to meaningfully participate in the meeting. Requests for accommodations should be directed to the school principal.

<b>Approved By</b>	<b>Date</b>
Dr. Tina Chekan	6/22/2020
Board of Trustees	6/22/2020