



School District of Philadelphia
James Dobson Elementary School
4667 Umbria Street
Philadelphia, PA 19127
Phone: (215) 400-3570 / Fax: (215) 400-3571
Tom Szczesny, Ed.D., Principal

Visitor & Volunteer Information

VISITOR PROCEDURES:

In order to maintain a safe and orderly environment, it is the School District's policy that any parent, guardian, or visitor entering the school must first report to the front desk to sign in. A stick-on tag will be issued. It must be worn and returned when leaving. With the exception of prearranged report card conferences on the designated days, no one may go to any area of the school building without the express permission of the principal or his designee. All guests/visitors will be directed or escorted to their destination by a staff member. Failure to adhere to this policy is in direct violation of the Trespass Ordinance and will be dealt with accordingly.

VOLUNTEERS:

Volunteers are welcome to support the students' learning at Dobson. Volunteers *must* submit all required clearances and associated documentation in accordance with Pennsylvania state regulations to the Main Office. For more information on these regulations and for support in obtaining clearances, please consult the School District of Philadelphia's Family and Community Engagement (FACE) office and/or website:

<https://www.philasd.org/face/volunteer/>

Clearances are required for *all* individuals with routine or direct interaction with students. These policies safeguard our children; thank you for your cooperation.

CHAPERONES:

Dobson appreciates all parent engagement. Chaperoning class trips is one way to get involved. Reach out to your child's teacher if you are interested and available then consult the School District of Philadelphia website for instructions about becoming a chaperone. Some trips may limit the number of chaperones allowed to attend - at which time a protocol of rotating chaperones will guide the process.

Chaperones are required to submit all required clearances and associated documentation in accordance with Pennsylvania state regulations to the Main Office. For more information on these regulations and for support in obtaining clearances, please consult the School District of Philadelphia's Family and Community Engagement (FACE) office and/or website:

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