907 SCHOOL VISITORS
ADMINISTRATIVE PROCEDURES
Attachment for Policy No. 907

Purpose:
The Visitor Administrative Procedures for Policy 907 are intended to provide clarity for students, staff, parents/guardians and other authorized individuals for visiting School District buildings. The purpose of the School Visitor Management policy and these associated Administrative Procedures is to establish a clear procedure for visiting schools, for student and staff safety.

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

The building principal or program supervisor and classroom teacher 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.

Relevant provisions of this policy shall be disseminated on the District's website and through other efficient methods.

Definitions:
Visitor **- A parent/guardian, adult resident, educator, official, or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school (per Board Policy 916).**

Visitor Procedures:
The School District of Philadelphia's Visitor Management System (VMS), a ScholarChip LLC product, is a tool designed to automate the issuance of visitor passes. It allows schools to record visitor entries; and maintain a history of visitors that have checked-in and checked-out. The following practices are required:

- **School staff must monitor/supervise the VMS at all times.**
- **All visitors must enter and exit through the building's main entrance or entrance designated by the administrator as the "Visitor Entrance."**
- **School District employees and contractors visiting a school have to proceed to the School's sign in location, present their school District ID badge to school staff and sign in. All schools must continue to maintain an SDP sign in and sign out log.**
- **All District visitors (District employees and contractors) must wear their approved ID badge at all times while visiting the school.**

- **Any District employee or contractor without a District issued ID will need to go through the VMS procedure.**
- **All visitors must be issued a visitor pass which must be visible while they are in the building.**
- **Should an emergency require that a student be called to the school office to meet a visitor, the building principal or their designee shall be present during the meeting.**
- **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 building principal or their designee. Any such permissions must be documented.**
- **Possession of weapons in a school 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.**
- **Approval for taking a student from school shall be granted only to a parent/guardian having custody, or an emergency contact, unless that parent/guardian gives explicit permission in writing to release the student to a designated adult.**

First-Time Visitors Entering an SDP School Shall
- **Register at the VMS using a valid state photo identification such as a driver's license, or Department of Motor Vehicles identification card.**
- **Visitors with an alternate id (i.e., passport), for the first time registration, requires office staff to manually register them in the VMS, print and issue a visitor pass.**
- **Visitors will have their face photographed by the VMS camera. Any face coverings must be removed prior to taking the photograph. The photo will be automatically stored internally and used to print visitor passes on future visits.**
- **Follow the steps for check-in and check-out outlined below.**

Visitor Check-In Procedures for Subsequent Visits
- **Check in by scanning their state issued photo id or by the staff searching for a previously registered visitor by name.**
- **Specify the person and reason for visit.**
- **Print out the visitor pass.**
- **Visually verify the person is correctly identified on the visitor pass.**
- **Visibly wear the visitor pass.**
- **All visitors are to identify who they are visiting and the staff member is to be notified that the visitor is in the building and to be expected.**
- **To the greatest extent, visitors are to be escorted to and from their destination by a school designated staff member.**

Visitor Check-Out Procedures
- **Visitors must return to the sign in location to be checked out of the system.**
- **The visitor pass can be utilized and scanned to complete the check-out process.**

- **Visitors are to return their visitor pass to the sign in location.**

<u>Visitor Management During School Events</u>
- **Visitors attending any special events <u>during the school day</u> in a designated location such as the auditorium for an event open to the school community,do not need to use the VMS.**
- **Visitors coming for any activities, special events or business after normal school hours will not need to be processed through the VMS.**

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