

SCHOOL DISTRICT OF PHILADELPHIA  
GILBERT SPRUANCE SCHOOL  
Levick and Horrocks Streets  
Philadelphia, PA. 19149

Kwand Lang, Principal  
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Behavioral Health Agency Visitor Protocol (updated 11/16/17)

All behavioral health visitors must check in to the main office (main building) upon arrival.

All visitors must have an ID from their agency.

All visitors must bring a copy of the Release of Information (signed by the parent/guardian of the child).

After behavioral health agency visitors check in to the main office upon arrival, s/he **MUST** meet with the school counselor every time s/he visits a student at Spruance.

All behavioral health agency visitors must wear their agency identification badges at all times, along with a "Visitor" sticker.

Behavioral health agency visitors will **not** be permitted to see a child or obtain any information regarding a child without their agency ID **and** a Release of Information (signed by the parent/guardian of the child).

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