



Propel Schools School Visitation Policy

For the safety of all members of our school communities, Propel Schools has established network-wide processes, procedures and technologies that focus on the safety and security of our buildings as well as the smooth operation of our schools. Propel Schools welcomes parent/guardian engagement and views families who have chosen Propel Schools as school community stakeholders and as our partners in education.

General Guidelines For Visitors

School visitors shall be required to register at the school's main office and state the purpose of their visit. **Each time an individual enters a building, they are required to present a valid Pennsylvania photo ID to be scanned and processed before receiving a visitor's badge. In addition, the visitor is required to submit to any additional screening in place at that time, by the direction of the Superintendent.** This includes screening via metal detectors, metal-detecting wands/devices and bag searches. In the best interest of the health and safety of our school communities, Propel Schools will comply with any additional building entry screening guidelines issued by local and regional health authorities.

Expectations of Visitors During a School Visit

It is expected that all visitors will acknowledge the school's civility expectations and responsibility for the health, wellness, safety and welfare of scholars. **If these expectations are not met, the visitor can be asked to leave the premises and the visitor may be restricted from future building/property access or future attendance at school-sponsored events.** All visitors are required to present a valid Pennsylvania photo identification to receive a visitor's badge, which must be worn during the entire visit. Upon completion of the visit, visitors are expected to sign out and return the badge to the main office.

Scheduling Of Appointments

It is the expectation that parents/guardians will not enter buildings without a scheduled appointment. Parents/Guardians wishing to visit a school building **must** make arrangements **in advance** with the school office or Principal team.

Appointments must be scheduled at least twenty-four (24) hours in advance. Exceptions may be made at the discretion of the school principal or designee.

Propel Schools has the right to deny visitors entry into the building and/or ask individuals to immediately exit the building/school property at any time.

Prohibited At All Times – Audio,/Video/Electronic Recording, Photography & Livestreaming

No visitor shall be permitted to photograph, record audio of, videotape or livestream any individual or any part of the building or to record any conversation or non-public meeting (i.e. parent-teacher conferences, IEP meetings, etc.) or event without the consent of the school principal and each individual meeting or conversation participant. 18 Pa. Cons. Stat. Ann. §§ 5703, 5704(4). 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 these accommodations should be directed to the school principal prior to the meeting date.

Approved By	Date
Dr. Tina Chekan	6/12/2023
Board of Trustees	6/12/2023