

## SCHOOL VISITORS AND VOLUNTEERS

### I. Visitor and Volunteer Provisions Related to Current ACPS School Health and Safety Guidelines

In alignment with the latest ACPS health and safety guidelines, ACPS will continue to monitor visitors, volunteers and activities in its facilities to ensure and maintain safe operations. Changes in ACPS health and safety guidelines may result in reduced, additional, or changed restrictions on school and other ACPS facility visitors and/or volunteers. Restrictions, including changes in restrictions, will be communicated to current and new visitors and volunteers as appropriate.

A. Visitors will be limited to individuals who have an approved appointment from building leadership and/or official school business, such as conferences, school events, or a scheduled meeting with a teacher, to complete.

C. Volunteers, whether in-person or virtual, will be coordinated and directed through ACPS and must be approved by the Office of Community Partnerships and Engagement. Protocols and procedures related to volunteering, including required background checks and screenings, will be governed by the ACPS Volunteer Code of Conduct, including adherence to confidentiality provisions.

D. Partner requests for use of ACPS facilities will be approved by the Office of Maintenance and Custodial Services in collaboration with the Office of Community Partnerships and Engagement and will be submitted in accordance with Regulation KG-R.

### II. Generally

**The Alexandria City School Board believes that all schools and facilities should provide a welcoming, supportive environment for parents/guardians, families, and community members. Visitors are welcome in ACPS schools and other facilities as long as their presence is not disruptive, and they follow ACPS procedures for visitation. Upon arriving at a non-public area of a school or other facility, all visitors must report to the administrative office and present valid identification prior to being allowed entry into the main facility. Valid identification includes \*:**

- Government-issued photo ID card from federal, state or local subdivision (including political subdivisions).
- Driver's License issued by a State Department of Motor Vehicles
- Tribal enrollment or other tribal ID
- Passport or Passport Card
- A valid employee ID card issued by an employer in the ordinary course of business (public or private employer)
- Credit card displaying photograph
- US Military ID
- Nursing home resident ID
- Voter Photo ID Card issued by a State Department of Elections
- Student ID issued by a public/private school of higher education displaying photo
- Embassy issued IDs

41 Prior to entry, the form of identification presented must satisfy the approval of the front  
42 office/administrative staff person who is verifying identification.

43 Potential visitors, including parents/guardians, who are registered sex offenders, should consult  
44 policies KN and KNA before arriving on school property or at school-sponsored activities.

45 The school division expects mutual respect, civility, and orderly conduct from all individuals on  
46 school property, at ACPS events, and in and all forms of in person or electronic interactions with  
47 ACPS. The School Board authorizes the Superintendent to take all necessary actions regarding the  
48 safety, order, and preservation of the educational and work environment on School Board property,  
49 at school division-sponsored activities, and in interactions with ACPS. Unauthorized persons,  
50 including students who are suspended, will be requested to leave school grounds by the building  
51 administrator and/or designee. Law enforcement may be called to enforce this policy.

52 Anyone, including students, who enters a school at nighttime without the consent of an authorized  
53 person except to attend an approved meeting or service or who enters or remains on any school  
54 property, including school buses, in violation of (i) any direction to vacate the property by an  
55 authorized individual or (ii) any posted notice which contains such information, posted at a location  
56 where it reasonably may be seen, may be prosecuted.

57 \*Alternate Parent Identification is available for use with the Alexandria Public Schools visitor  
58 management system only for parent(s)/legal guardian(s) who are listed on a student's PowerSchool  
59 account. Parents/legal guardians may request to go through the alternate identification process at the  
60 school their student(s) are enrolled in. Individuals listed as emergency contacts are not eligible unless  
61 they are also the parent/legal guardian of an enrolled student.

### 62 **III. Families**

63 Families are a vital part of the ACPS community and family engagement is an important component  
64 of academic success and equity. Families are welcome to visit their child's school for events  
65 scheduled by the school such as conferences with teachers, assemblies, PTA meetings, volunteer  
66 service, and other school programs. Families may also request individual visits. Families should  
67 schedule individual visits in advance with their child's teacher and/or the school administrator. Non-  
68 custodial parents are not denied, solely on the basis of their non-custodial status, the opportunity to  
69 participate in any of the student's school or day care activities in which such participation is supported  
70 or encouraged by the policies of the School Board.

### 71 **IV. Board Members**

72 Upon informing the Superintendent, Board Members may visit schools within the Division. The  
73 purpose of these visits will be to maintain contact with building employees and increase  
74 understanding of educational practices. School Board members follow the same procedures  
75 applicable to all other employees when visiting a school.

76 Adopted: November 21, 1996

77 Amended: July 10, 1997

78 Amended: June 9, 2011

79 Amended: June 23, 2016

80 Amended: September 10, 2020  
81 Amended: September 9, 2021  
82 Amended: July 28, 2022

83 Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-4.3,  
84 22.1-79.

85 *Executive Order 53 (2020)*, Commonwealth of Virginia, Office of the Governor  
86 (March 23, 2020).

87 *Interim Guidance for COVID-19 Prevention in Virginia PreK-12 Schools*, Virginia  
88 Department of Health (VDH), (July 2021; updated August 2021),  
89 <https://www.vdh.virginia.gov/content/uploads/sites/182/2021/03/Interim>  
90 [Guidance-to-K-12-School-Reopening.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2021/03/Interim).

91 *Guidance for COVID-19 Prevention in K-12 Schools*, Centers for Disease Control  
92 and Prevention (CDC), (Updated August 2021),  
93 [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html)  
94 [guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html).

95 *State Health Commissioner Order of Public Health Emergency Statewide*  
96 *Requirement to Wear Masks in K-12 Schools*, (August 12, 2021),  
97 [https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-Order\\_K](https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-Order_K)  
98 [12\\_8-12-2021.pdf](https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-Order_K).

99 [https://www.cdc.gov/coronavirus/2019-](https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/CFC_Guide_for_School_Administrators.pdf)  
100 [ncov/downloads/community/CFC\\_Guide\\_for\\_School\\_Administrators.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/CFC_Guide_for_School_Administrators.pdf).

101 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face>  
102 [cover-guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face)

103	Cross Refs.:	DJG	Vendor Relations
104		ECA	Inventory and Reporting of Loss or Damage
105		GBE-R/JHCC-R	Use of Protective Face Coverings (Masks) to Mitigate the
106			Spread of COVID-19
107		IGBC	Parent/Guardian and Family Engagement
108		KG-R	Community Use of School Facilities Regulations and Application
109		KGB	Public Conduct on School Property
110		KN	Sex Offender Registry Notification
111		KNA	Registered Sex Offenders on School Property