



Northeast Career & Technical Academy

Ryan Cordia – Principal

Nicole Delgado - Assistant Principal

Roxane Thomas - Assistant Principal

Marci Purdy - Office Manager

SCHOOL VISITOR POLICY

The safety of students and staff is Northeast Career & Technical Academy's top priority. We want to make visits to our school building pleasant and welcoming experiences in a safe environment for everyone.

Single Point of Entry

All CCSD schools are required to establish a single point of entry. At Northeast Career & Technical Academy ours is the school's main entry on Dorrell Lane. Upon entry, one of our friendly office staff will assist visitors who come to campus. The following procedures are in place to ensure that only approved and appropriate visitation occurs on campus. Visitation protocols are in alignment with CCSD Policy 1214, CCSD Policy 4100, and CCSD Regulation 4100.

- School hours are 6:45 a.m. until 2:00 p.m. daily.
- Visitors should park in the visitor parking lot on Dorrell Lane. Additional parking is located in the student parking lot on Commerce Street.
- Visitors must report immediately to the Main Office to sign in and present photo identification to obtain a visitor's badge. This badge must be worn at all times while on campus. Visitors must also sign out when leaving the building.
- We ask that all visitors restrict the usage of electronic devices on campus, especially if visiting classrooms, to preserve instructional time and focus.
- Students are not allowed to bring guests with them to school; however, parents or guardians are always welcome at the Northeast Career & Technical Academy.
- Our school uses the "Ident-A-Kid" Visitor Management System, which is an online tool that enhances school security by screening and registering every campus visitor. The system works by reading a visitor's driver's license (or other approved government-issued ID) and comparing it to a database that contains registered sex offenders in all 50 states. Once cleared through the system, a visitor badge is produced that includes a photo, name of the visitor, date, time, and destination in the building.
- Visitors attending school functions that are open to the public, such as school programming or public gatherings, are not required to sign in at the Main Office.
- **Teachers are not expected to discuss individual matters with visitors during class time.**
- Students and staff may **not** open doors for **any** person at **any** time.
- **All visitors are expected to abide by the rules for public conduct on school property and any additional rules or regulations imposed from time to time in connection with emergencies declared by District, City, County, or State officials for any reason; or relating to alerts issued by the U.S. Department of Homeland Security.**
- **Any unauthorized person on school property will be reported to an administrator. Unauthorized or disorderly persons will be asked to leave and must do so immediately. Refusal to leave will result in police intervention.**



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Delivery of Messages and Items

Instructional time will not be interrupted for delivering student messages unless there is an emergency. A message to a student involves class disruption and use of clerical time and is a possible violation of the Federal Educational Rights and Privacy Act. There is no way to verify the legal parent/guardian from a telephone call. If an emergency arises, parents/guardians must come to the school to deliver the message in person and provide identification. Only the parent/guardian listed on the permanent school record (CCF703) will be permitted to have contact with a student. Items such as lunch (Grub Hub, UberEats, Postmates, etc.), flowers, gifts, balloons, money, etc., are not allowed, will not be delivered to students and will be confiscated at the owner's expense.

Picking Up Your Student

Parents and guardians wishing to pick up their student before dismissal for any reason must show identification. Only individuals listed as parents, guardians, or emergency contacts on students' Infinite Campus summary page are permitted to pick up students prior to dismissal. Staff will ask parents/guardians their reason for picking up their student early in order to appropriately mark attendance in Infinite Campus. Due to time constraints, students will not be able to be picked up after 1:20 p.m.

Meeting Requests

Meeting requests for administration, teachers, and office staff are granted as soon as possible. Please allow a minimum of 24 hours to schedule a meeting with Northeast Career & Technical Academy staff. In order to ensure that we are able to provide all required instructional minutes to students, same-day meeting requests may not be possible.

Classroom Volunteering

Classroom visitation for the purposes of presenting or volunteering in the classroom is subject to the procedures outlined in CCSD Regulation 4100.

Regulation 4100 governs fingerprinting of volunteers and appropriate interactions with children. Volunteers must be fingerprinted if they have unsupervised contact with students. Volunteers who are not likely to have unsupervised contact with students must complete an onsite training and sign an acknowledgment form. There are some exceptions for non-profit organizations, government entities, or volunteers of government entities. Regulation 4100 also defines appropriate and inappropriate interactions with students and it establishes rules for electronic communication with students, procedures for reporting inappropriate behavior, and consequences for violating Regulation 4100.

Registration

Our registration office is open from 7:00 a.m.-12:30.