VISITING OUR SCHOOL

We welcome our parents and community to visit our school and take part in the education of your scholar. However, we do ask that you help us in carrying out our two main objectives: making sure our school is safe for all scholars and making sure all scholars are able to learn by not disrupting instructional time. All visitors are to report directly to our main office when visiting our school and should follow our PLA school expectations such as no smoking on school grounds, no profanity, no threats or intimidating behavior, no destruction to property, and no unlawful behavior. PLA Expectations are posted inside our main entrance. In order to set up a meeting with the building leaders, teachers, or other staff, please call the office to set up an appointment, unless you have an emergency situation. This will ensure that we will be available when you arrive. We do not practice the release of teachers during instructional time because it is not in the best interest of all scholars. Thank you for your interest in Phalen Leadership Academies.

VISITOR PROCEDURE GUIDELINES

Although we wish for our schools to be open and friendly to our parents and patrons, our first priority is to the safety of our scholars and staff. Access to our schools during the school day shall be limited to visits necessary to conduct the business of operating a school and shall include:

1. Deliveries: All PLA delivery personnel must check in at the building's main office and access to other parts of the building by means other than through the main office shall be attended by school personnel. All access points shall be attended during the duration of the delivery. Doors shall not be propped open by any means.
Anticipated deliveries shall include:

a. Kitchen

b. Office

c. Custodial

d. Others upon request

2. Visitors: Visits shall be limited to invited participants for a school related program such as:

a. Academic lectures

b. Convocations or Special Programs

c. Textbook and recreational book sales

d. Software demonstrations

e. Service Technicians

3. Parents and Relatives: Parents and other relatives may attend special luncheons or other events by school invitation only. The practice of "stopping by" for lunch is not allowed. Classroom visits by parents and other outside entities shall not occur except by invitation and approval by building leadership team.
4. Volunteers: Approved volunteers who assist in the classroom, library cafeteria, school events, etc. will be allowed into the building following all appropriate background checks. Volunteers and other visitors shall wear visitor badges with name, photograph, and location where they are to be within the facility (based upon the purchase of software services).

5. School employees are not to open the building or otherwise provide access for non-professional activities for friends, relatives, or other visitors for any reason. Using the facilities for purposes unrelated to school business shall in most cases be restricted to times other than business hours as per the building use policy. Use of facilities for these purposes requires application in writing through the building leadership team at least ten days prior to the event. A rental/utility charge and certificate of insurance may also be required. If school personnel are not present at the event to supervise and provide security, school personnel may be required to be present for cleaning, supervising, and/or securing the building before, during, and following the event and this may require additional charges to the renting group or person.

7. Persons or groups that are disruptive or otherwise do not follow the procedures and guidelines approved and provided by the school in verbal or written form during any visit to school property may be asked to leave the premises. If a person or group of persons refuses to leave the premises, law enforcement personnel may be contacted for assistance. If a person or group disrupts the safe, normal operation of the school in any manner, a letter may be written prohibiting them from accessing any school property.

8. No person shall open exterior doors to allow access to the building for anyone. After the start of the school day access to
the building, other than by authorized personnel with keys, shall be through the GVPLA main entrance(s) of the building.

9. No person shall enter an extra-curricular event without obtaining a ticket (with the exception of school personnel assigned to the event or working in an associated capacity) and entering through the designated entrance. Persons entering the building or an event without following procedures may be asked to leave the event and may be banned from future events.

10. Scholars or school personnel allowing access to the building by opening exterior gates and doors may be subject to disciplinary measures.

11. Scholars or other persons that allow others access to events through unapproved means may be required to leave the event and may be banned from future events.