

## SCHOOL VISITORS

### I. Visitor and Volunteer Provisions for the 2020-2021 School Year

In accordance with the Virginia Department of Education’s (VDOE) phased reopening guidance for schools, ACPS will limit non-essential visitors, volunteers and activities in its facilities during the 2020-2021 school year. Regardless of the operational status of the division’s buildings or the City of Alexandria’s reopening phase, these provisions will remain in effect throughout the school year. These precautions are intended to:

- Adhere to mitigation strategies that minimize the spread of COVID-19 established by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH) and the Alexandria Health Department (AHD);
- Align with VDOE’s return to school plan implementing Virginia’s phased reopening of K-12 schools during the COVID-19 pandemic; and
- Prioritize safety precautions for the benefit of ACPS students and staff.

Unless modified in subsections A.-E. below, all other provisions of this policy remain in effect for the 2020-2021 school year.

- A. Programs associated with the provision of services for the ACPS Virtual Plus+ reopening plan will adhere to all ACPS policies and regulations.
- B. “Essential visitors, volunteers and activities” will be limited to:
  - Individuals supporting the provision of in-person student supports;
  - Individuals supporting/performing ACPS operations and maintenance; and
  - Families, when necessary, while picking up/dropping off a child (in accordance with ACPS arrival/dismissal procedures).
- C. ACPS will conduct temperature screenings for all visitors, volunteers and staff prior to entering ACPS facilities. Protective face coverings/masks are required to be worn by all individuals on ACPS property (to include the buildings, grounds, school buses and other ACPS-provided vehicles) during the school day or at an ACPS-sponsored activity.
  - **Face covering/mask:** An item normally made of cloth or various other materials (with elastic bands or cloth ties) that is secured over the wearer’s nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source (i.e., the person’s nose and mouth).

As stated above, protective face coverings/masks will be required unless an individual has been expressly granted an accommodation regarding face coverings by ACPS that is:

- Necessary to effectively provide the in-person support (e.g., while providing support to students with certain disabilities); or
- Due to a medical reason as evidenced by written documentation from the individual’s health care provider. ACPS will connect individuals with public

health resources for anyone who requires documentation for a medical accommodation but does not have a regular health care provider.

If an essential visitor or volunteer does not have a protective face covering/mask that meets the standard above, one will be provided.

- D. Volunteering, whether in-person or virtually, will be coordinated and directed through ACPS partners 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 and the terms of Partner Agreements and Memorandums of Understanding/Agreement (MOU/MOA) approved by the Office of Community Partnerships and Engagement.
- E. 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**

Schools shall provide a welcoming, supportive environment for parents/guardians, families, and community members. Visitors are welcome in the schools as long as their presence is not disruptive and they follow school procedures for visitation. All visitors must report to the administrative office when they first arrive at the school. Potential visitors, including parents/guardians, who are registered sex offenders, should consult policies KN and KNA before arriving on school property or at school-sponsored activities. The school division expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator. The School Board authorizes the Superintendent to take all necessary actions regarding the safety, order, and preservation of the educational environment on School Board property or at school division-sponsored activities. Law enforcement may be called to enforce this policy.

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

## **III. Families**

Families are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service, and other school programs. Non-custodial parents shall not be denied, solely on the basis of their non-custodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

## **IV. Board Members**

Periodically, Board Members may visit schools within the Division. The purpose of these visits will be to maintain contact with building employees and increase understanding of actual educational practices.

Adopted: November 21, 1996  
Amended: July 10, 1997  
Amended: June 9, 2011  
Amended: June 23, 2016  
Amended: September 10, 2020

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

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

*Recover, Redesign, Restart 2020*, Virginia Department of Education (VDOE), (Revised July, 2020).

*Guidance for Schools*, Centers for Disease Control and Prevention (CDC), (Updated May 2020), <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

*Phase Guidance for Virginia Schools*, Virginia Department of Health (VDH), (July 1, 2020), <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf>.

Cross Refs.: DJG Vendor Relations  
ECA Inventory and Reporting of Loss or Damage  
IGBC Parent/Guardian and Family Engagement  
KG-R Community Use of School Facilities Regulations and Application  
KGB Public Conduct on School Property  
KN Sex Offender Registry Notification  
KNA Registered Sex Offenders on School Property