

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

Administrative Directives
2018-2019 Series
No. 9
Date: August 24, 2018

TO: School-Based and Central Office Administrators

FROM: Gregory C. Hutchings, Jr., Ed.D.
Superintendent of Schools

TOPIC: **Procedures for Managing Visitor and Volunteer Involvement in Schools**

Visitors and volunteers are welcome in our schools. Principals are responsible for managing the involvement of volunteers and visitors in their respective schools, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program. All visitors and volunteers must sign in and out using the KeepNTrack system. Approved visitors and volunteers will receive an ACPS badge that must be visibly displayed at all times while on school property. All volunteers must apply online at www.acps.k12.va.us/getinvolved/volunteer prior to engaging in any volunteer services.

It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for students and staff members or for the visitors themselves.

For purposes of this directive:

- **Visitors** include all individuals who are not employed in the school building being visited.
- **Volunteers** include individuals who have been recruited by classroom teachers, volunteer coordinators, or school or central administrators, and have received authorization from the principal (or principal's designee) to perform volunteer services in the school.
- **PTA members** and **parents/guardians** function as volunteers or visitors, or both, during their child's tenure in a school.
- **Central office and other support personnel** provide resource assistance to students and staffs in schools.

NOTE: All visitors, volunteers, School Board members, PTA members, parents/guardians, and central office personnel are expected to comply with the procedures outlined in this directive.

PURPOSES:

1. To **provide guidance** to school principals concerning their authority and responsibility in matters relating to visitors and volunteers in school buildings.

2. To **minimize disruption** in the instructional program by ensuring that all visitors and volunteers are engaged in activities that complement and support the school's goals and objectives.
3. To **ensure security** and **safety** for students and staff members and visitors/volunteers by providing a uniform set of procedures to govern visitors and volunteers who have legitimate business in the schools.

NOTE: [Policy KK](#) describes the circumstances and conditions of school visits and discusses consequences for unauthorized persons.

Visitors and volunteers are not permitted to make impromptu visits to classrooms. Visitors who wish to observe instruction must pre-schedule classroom visits through the principal. Authority for the decision of when a visit will occur rests with the principal, who must determine whether the frequency of visits by an individual or group of individuals to a classroom causes unwarranted disruption to the instructional program.

4. To **inform parents and school staff** members of the procedures outlined in this directive and any additional procedures instituted at the school-level to manage visitor involvement in the school. The principal shall transmit annually, in writing, all such information to parents and the school staff during the first two weeks of the new school year.

References

Policy IICB/IICC	Community Resource Persons/School Volunteers
Policy KK	School Visitors
Policy KGB	Public Conduct on School Property

FOR ADDITIONAL INFORMATION CONTACT: Mr. James Bartlett, Director, Safety & Security Services
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