SCHOOL VISITORS AND VOLUNTEERS

I. **I. Visitor and Volunteer Provisions Related to COVID-19 Current ACPS School Health and Safety Guidelines**

In alignment with the Center for Disease Control and Prevention's (CDC) *Guidance for COVID-19 Prevention in K-12 Schools,* latest ACPS health and safety guidelines, ACPS will limit non-essential continue to monitor visitors, volunteers and activities in its facilities to reduce the spread of COVID-19 ensure and maintain safe operations. These provisions will remain in effect until rescinded by the School Board and are intended to:

- Adhere to mitigation strategies that minimize the spread of COVID-19 established by the CDC, the Virginia Department of Health (VDH) Changes in ACPS health and the Alexandria Health Department (AHD); and
- Prioritize safety precautions for the benefit of ACPS students, staff and safety guidelines may result in reduced, additional, or changed restrictions on school visitors.

Unless modified in subsections A. E. below, all other provisions of this policy remain in effect.

A. Programs associated with the provision of services for ACPS students will adhere to all ACPS policies and regulations.

"Essential visitors, and/or volunteers and activities". Restrictions, including changes in restrictions, will be communicated to current and new visitors and volunteers as appropriate.

B. A. Visitors 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. In accordance with the procedures outlined in Regulation GBE-R/JHCC-R, protective face coverings/masks are required to be worn by all individuals while inside ACPS facilities and vehicles.

- *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 to contain or reduce the spread of potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth). Face coverings may not be neck gaiters nor who have exhalation valves or vents, which allow virus particles to escape.

- As stated above, protective face coverings/masks will be required unless an individual has

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~~been expressly granted an accommodation regarding face coverings by ACPS as outlined in Regulation GBE-R/JHCC-R.~~approved appointment from building leadership and/or official school business to complete.

~~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~~C. Volunteers, whether in-person or ~~virtually~~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 ~~and the terms of Partner Agreements and Memorandums of Understanding/Agreement (MOU/MOA) approved by the Office of Community Partnerships and Engagement.~~, including adherence to confidentiality provisions.

~~E.~~ 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.~~II. **Generally**

~~Schools shall~~**The Alexandria City School Board believes that all s**chools and facilities should 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~~Upon arriving at a school, all visitors must report to the administrative office ~~when they first arrive at~~ and present valid identification prior to being allowed entry into ~~the~~ ~~school.~~ 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

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

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 ACPS events. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator. , and in and all forms of in person or electronic interactions with ACPS. The School Board authorizes the Superintendent to take all necessary actions regarding the safety, order, and preservation of the educational and work environment on School Board property or at school division-sponsored activities., and in interactions with ACPS. Unauthorized persons, including students who are suspended, will be requested to leave school grounds by the building administrator and/or designee. 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 location where it reasonably may be seen, may be prosecuted.

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

III. **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 are 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. **IV. Board Members**

Periodically, Upon informing the Superintendent, 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. School Board members follow the same procedures applicable to all other employees when visiting a school.

Adopted:——— November 21, 1996
Amended:——— July 10, 1997
Amended:——— June 9, 2011

Amended:——— June 23, 2016
Amended:——— September 10, 2020
Amended:——— September 9, 2021

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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).

Interim Guidance for COVID-19 Prevention in Virginia PreK-12 Schools, ~~Virginia~~Virgin ia Department of Health (VDH), (July 2021; updated August 2021), ~~https://www.vdh.virginia.gov/content/uploads/sites/182/2021/03/Interim-Guidance-to-K-12-School-Reopening.pdf.~~

https://www.vdh.virginia.gov/content/uploads/sites/182/2021/03/Interim Guidance-to-K-12-School-Reopening.pdf.

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

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html.

State Health Commissioner Order of Public Health Emergency Statewide ~~Requirement~~Re quirement to Wear Masks in K-12 Schools, (August 12, 2021), ~~https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-Order-K-12-8-12-2021.pdf.~~

~~———— https://www.cdc.gov/coronavirus/2019~~

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https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-Order_K 12_8-12-2021.pdf.

https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/CFC_Guide_for_School_Administrators.pdf.

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face cover-guidance.html

Cross Refs.:   DJG   Vendor Relations
            ECA   Inventory and Reporting of Loss or Damage
            GBE-R/JHCC-R   Use of Protective Face Coverings (Masks) to Mitigate the Spread of COVID-19
            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

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