

ADV Visitor/Volunteer Policy

August 2015

The staff and faculty of Academie Da Vinci love to have visitors and volunteers in our school. We appreciate your contributions and your work. Please follow these requirements on order to keep our school safe.

SECURITY REQUIREMENTS

Due to the high need for safety and security in all schools, ADV has analyzed our security procedures and made the decision for core level changes for visitors and volunteers at school. These changes will directly affect the safety and security of our Pinellas County Public Charter School and your children. This policy is all visitors and in-school volunteers including parents, guardians, visiting family members and the like. Please follow and respect these rules, our staff will make no exceptions.

- 1** Lunch Passes are for cafeteria and outside lunch only, not for campus visitation. There are designated tables in the cafeteria.
 - We require all parents wanting to have lunch with their children to sign in at the front desk and receive a lunch pass.
 - Be sure to arrive a few minutes prior to your child's lunch time.
 - This lunch pass is not for access in the building. If a person with a lunch pass is stopped in the school hallways they will be asked to leave immediately.

- 2** Visitors are allowed between 9:00am and 3:00 only; no visitors 7am-9am or after 3pm unless you have an appointment with staff. Teachers are to notify the front desk of all conferences, scheduled volunteers and scheduled visitors.
 - This rule will help expedite arrival and dismissal for all students.
 - **Please remain with your car during student drop off and pick up times.**
 - For the first week of school only, parent may walk Kindergarten and new students in grades 1-3 to their designated hallway between 8:10 am and 8:29 am. Teachers are on duty and cannot hold a parent conference at this time. All parents will need to use car circle to drop off their child after the first week of school.
 - Late arrival- If you arrive after 8:30 am, parents must park and walk their child to the front desk and sign in. The child will get a late pass; staff will accompany your child to their classroom.
 - Waiting in the lobby before these times is prohibited.

- Parents needing to drop off forms and checks - please leave materials with Miss Ashleigh or another staff member at the front desk; this is not a time to visit.
- 3** All visitors/volunteers must enter and sign in at the front desk.
- Anyone found on campus who has not signed in and approved for visitor or volunteer access through the front desk will be asked to leave immediately.
- 4** Early child dismissal is before 2:45pm only. No early dismissal after 2:45 pm unless a Dr. note is presented that necessitates the dismissal time. Early dismissal requires parent/guardian sign out. Staff will retrieve your child from class.
- This rule is to help expedite dismissal for all students.
 - If you cannot come for early dismissal before 2:45pm, you will need to follow the current pickup procedures in the car circle that start at 3:00pm.
- 5** Visitors/Volunteers are not allowed to go to the classroom unless approved by the teacher and the office is notified. If you or your child needs to retrieve any belongings at dismissal time, please wait until after 3:30 pm when dismissal is completed.
- 6** Hall Pass – Please present your driver’s license upon your first time signing in for each school year.

By signing below, Parents/Guardians and Volunteers indicate that they have read this policy and will follow its requirements.

Volunteer/Parent/Guardian Signature: _____

Date: _____

