



The SEED School of Washington, D.C.
a public charter school

SEED DC VISITOR POLICY 2016-2017

General

SEED DC endeavors to offer a warm and courteous welcome to visitors to its campus. The school is entrusted with the responsibility to safeguard the members of its community as such access by visitors is limited and regulated by the Visitors Policy outlined below.

Visitors, all persons other than employees and currently enrolled students, are generally allowed on campus between 8 am and 8 pm.

Access to dormitories is strictly controlled as these are the students' homes. No visitor is permitted to enter a dormitory unless they are accompanied by a staff member with the exception of parents at check-in and check-out, in which case parents should be accompanied by their students at all times.

Within the site, access to individual buildings is controlled by means of an identity pass system, key and key card entry, and buildings are locked when not in use. SEED DC's campus is monitored by an extensive system of CCTV surveillance which is constantly in operation. Security is present at all times and periodically walks the ground during shifts.

All visitors to the school are required to bring photo identification displaying a birthdate at the time of their visit. Some acceptable forms of identification include a valid driver license or other state photo identity card issued by the Department of Motor Vehicles (or equivalent) for the sole purpose of identification; a passport; or a United States military ID.

Customary Visitor Requirements

Visitors are strongly encouraged to obtain authorization from their SEED DC host in advance of their visit to insure access to the school's campus upon arrival. Access is denied if a visitor does not have a stated purpose. All visitors must be cleared by Security before they are allowed on campus.

Once on site, visitors are directed to Security which is located in the main lobby of the Academic Building. Visitors are not permitted to enter the school via any other entrance. Upon arrival at Security visitors are required to present formal identification to an officer for further screening.

Visitors who clear screening are given dated visitor badges in exchange for their identification. The badge is to be worn and visible the entire time of the visit, and given to Security when departing. Identification will be returned upon receipt of the visitor's badge.



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Visitors are then directed to Reception who will contact their host or appropriate staff to come and receive them. Hosts are responsible for visitors while they are on site, and visitors are not allowed to move about the campus unaccompanied.

When departing the campus, visitors must leave via the main lobby and return visitors' badges to Security in exchange for their identification. Hosts, when possible, are to escort visitors to the lobby.

Unknown/Uninvited Visitors

SEED DC acknowledges that, given the open nature of the campus it cannot hope to seal it off entirely. However, the community assists Security in limiting access by channeling all visitors to the main lobby. Any visitor to the school campus who is not wearing an identity badge should be politely inquired as to their purpose and escorted to Security to obtain a pass and to follow the above process.

In the event the visitor refuses to answer or comply they should be asked to leave the premises and Security is to be notified about the situation. Security will assess the matter and decide if contacting the police is necessary.

A visitor, who becomes abusive or aggressive, will be asked to leave the grounds. Security is to be called to escort the visitor off campus and will contact the police if needed.

Visitors during Events

A calendar of events is maintained and made available to Security and Reception. The calendar specifies when the campus is open and formal screening of visitors is not required (i.e. game, Thanksgiving Dinner). During these open times, depending upon the event, Security limits access to various parts of the campus.

Child Welfare Workers/Clinicians and Court-Appointed Professionals

SEED DC is committed to collaborating in a timely manner with the Metropolitan Police Department (MPD); Child and Family Services Agency (CFSA); community based agencies as well as other government agencies regarding urgent matters and investigations involving the well-being of its students. With that in mind, please note the following:

- Community Support Workers, CFSA clinicians, and court-appointed professionals who request to meet with students during visiting hours are required to provide a copy of a current school year (July 1 through June 30) release signed by the parent or guardian or a court order that authorizes a clinician or other professional to visit with a specific student. All appointments must be scheduled 48 hours in advance



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with Stacey Pearl, Director of Student Support Services, at (202) 248-3015 or spearl@seedschooldc.org. Clinicians and court-appointed professionals who arrive on campus without appropriate documentation and/or an appointment will not be permitted to see students.

- SEED DC is not obligated to contact parents if CFSA or MPD arrive on site to conduct an investigation in response to a call about abuse/neglect or for an incident/arrest that happened off campus. The responsibility of notifying parents rests with CFSA and/or MPD.
- On occasion, the attorney general's office, MPD, the Office of the Public Defender or a similar agency or government office will want to meet with a student who may or may not be directly involved in a specific incident that took place off campus. When this occurs, SEED DC will either contact the parent prior to granting access to the student or request that the visitor contact or meet with the student during a time when s/he is not at school. SEED DC is not obligated to facilitate this type of visit.

Suppliers, Contractors and Delivery Personnel

There are a number of visiting contractors who provide services to the SEED DC community and this presents a wide range of scenarios. Guidance regarding management of these visits is as follows:

- Truck drivers can use their bill of lading as an acceptable ID; however, such persons are not permitted outside their normal areas of pick-up and delivery without being escorted by appropriate staff.
- Delivery personnel (i.e., UPS, Federal Express, etc.) are permitted to make their deliveries to the appropriate areas without a badge provided they do not go outside normal areas of pickup or delivery.
- Persons entering SEED DC grounds for the purpose of picking-up or dropping off individuals are not allowed outside of their vehicles unless they have been provided an appropriate pass.

Visitors of Residential Employees

In view of the number of employee residences on SEED DC's campus it is inevitable that several visitors will consist of family or friends of staff, who may remain either for the day, overnight or for longer periods. The responsibility for such visitors rests with the member of staff being visited, and their guests are to follow the same behavioral guidelines established for residential employees that are outlined in the SEED DC Employee Handbook.