



# Plato Learning Academy

*“Working Collaboratively, Thinking Critically, Achieving Academically”*

## Visitor Code of Conduct Guidelines

The Chief Executive Officer of the Chicago Public Schools promulgates the following guidelines so as to establish a code of conduct for visitors to ensure the maintenance of order by visitors to the Board’s central office, area offices and other administrative buildings, school buildings and property, official board meetings, public hearings and other school or official Board functions. The Chief Executive Officer may issue additional procedures as necessary to effectuate these guidelines.

### I. Definitions

“School Property” refers to any school or administrative building, structure, playground, parking lot, walkway or land owned or leased by the Board.

“School Function” means any school-sponsored event or activity held before, during and after school hours. This includes, but is not limited to, meetings, assemblies/programs, and sporting events.

### II. General Code of Conduct

- a. The Board expects mutual respect, civility and orderly conduct among all individuals on School Property and at School Functions. No person may enter School Property at any time for purposes other than those which are lawful and authorized by CPS, AQS, and Plato personnel.
- b. While on School Property or at School Functions, Visitors shall not:
  - i. Commit an act of violence, bullying, coercion, harassment or stalking or attempt to do so upon a teacher, administrator, other school or Board employee, student or any other person lawfully on School Property or attending a School Function;
  - ii. Disrupt the orderly conduct of classes, business, or any Board/School program or activity;
  - iii. Interfere with the lawful and authorized activities of others;
  - iv. Refuse or fail to comply with a lawful order or direction of any CPS/AQS/Plato personnel in the performance of their duties;
  - v. Distribute or post any written material, pamphlets, or posters without the prior approval of the administrator in charge. Written approval may be required at anytime;
  - vi. Smoke or use tobacco products;

- vii. Possess, consume, exchange, or be under the influence of alcoholic beverages or illegal substances;
- viii. Possess a gun (unless authorized to do so by law), knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death;
- ix. Display what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
- x. Threaten to use any instrument that appears capable of causing physical injury or death;
- xi. Knowingly and intentionally destroy, vandalize, or deface School Property or the personal property of a teacher, administrator, other CPS/AQS personnel or any person lawfully on School Property or attending a School Function; or
- xii. Violate any federal or state statute, local ordinance or CPS/AQS/Plato Policy or Rule.

### III. Protocol for Visiting School Property

Visitors may enter School Property or School Functions when such entry is made in connection with the conduct of official business with CPS/AQS/Plato personnel or as authorized to attend a scheduled activity or function. In such event:

- i. All visitors must report to the main office or security to state their reason for entering the property, identify themselves with a valid photo identification (e.g., drivers license, state identification, or school identification) and request permission to enter, sign-in and obtain a visitor's pass;
- ii. Visitors may be subject to a metal detector search of their person and x-ray search of items in their possession upon entering the property;
- iii. Visitors to a School Function shall abide by all entrance and conduct requirements established for the function including security procedures;
- iv. Visitors seeking to meet with school personnel should, whenever possible, schedule a meeting prior to arrival. Failure to do so may result in the inability to meet with school personnel;
- v. Visits to classrooms by parents or guardians shall be as approved by the principal or pursuant to local school rules and/or procedures;
- vi. Classroom videotaping, filming, audio taping or photography will only be permitted if authorized by the principal and with the prior written consent of parent(s) and/or staff. The principal may authorize or place restrictions on videotaping, filming , or photography of school functions; and

- vii. A principal may issue a verbal warning or warning letter to a visitor prior to taking any enforcement measures. (See Section VI below.)

#### IV. Enforcement

Any violation of this Visitor Code of Conduct shall be reported immediately to the school or building administrator in charge. The following penalties may be imposed:

- i. Ordering the offending party to leave the School Property or School Function
- ii. Prohibit or limit the offending party from entering the School Property or School Function; and
- iii. Seeking the assistance of the Chicago Police Department and filing a complaint against the offending party under the appropriate provision of the Illinois Compiled Statutes. In addition:
  - 1. any unauthorized persons on School Property may be subject to arrest for criminal trespass; and
  - 2. any person found destroying, vandalizing or defacing School Property or the personal property of others may be subject to arrest and restitution will be sought.