



EAST ACADEMY

15720 Kipling Avenue Cleveland, OH 44110 | 216.383.1214 | www.aceast.com

2022-2023 Visitor Policy

The following protocols must be adhered to until further notice from East Academy's building level administration:

- Due to everchanging COVID-19 restrictions, all visitors must wear a mask.
- All visitors must report to the main office of the **main building** upon arrival to school (Entry to the EK-3 Modular Unit is not permitted at any time).
- After ringing the buzzer of the main building, please note that you will be required to state your purpose for visiting prior to entering the building.
- Any meetings with school staff, teachers or students must be scheduled and approved by the Head of School except in the case of emergency, in which case the school office must be contacted in order to make arrangements to handle the emergency.
- Visitors, parents and guests that do not have an appointment and/or have not called the office to notify the school their arrival and purpose of arrival may not be granted entry to the building
- Once permitted entry, you will be required to register to become a visitor at East Academy (A valid Drivers License/Government Issued State ID or passport is required at each time of visit).
- You will be asked to sign-in with the time/date of arrival on the Visitor Log where the nature of your visit will also be recorded.
- Once registered, all approved visitors will be given a lanyard with a visitor's badge attached (must be worn at all times while in the building or on school grounds) for identification purposes (All employees and contractors will be wearing a badge).
- Visitors/Volunteers may be required to be accompanied by a School escort while in the building or obtain a background check prior to visiting
- Visitations to the classroom are permitted only with prior permission of the Head of School and may be limited in the sole discretion of the Head of School to avoid disruption to the education process
- All persons entering the School property, building or offices must act in a nonthreatening manner. Disruptive or threatening behavior will be considered a threat to the safety of school students and Staff
- Actions such as shouting, vulgar language, confrontation of students, administrators, employees or other persons on or in the school property or disruptions to the educational environment are not allowed, since they represent a possible threat to safety.
 - a. Actions of this type will result in a request for that person to leave the school property.
 - b. In the case of repeated incidents of this nature, such persons may be banned from the return to the school property.
 - c. In the case of extreme and/or continued disturbances, the local legal authorities may be called, and such person may be charged with disorderly conduct
- Upon Exiting the building, all approved visitors must check out at the main office (visitors must sign out with the date/time on the visitor log) and return the visitor badge.

**All visitors are expected to abide by the aforementioned protocols contained in this visitor policy. Anyone who is not a rostered staff member or student of the school will be considered a visitor. Disorderly, overly aggressive or profane language will not be tolerated. Failure to adhere to East Academy's Visitor Policy will result in immediate removal from campus and/or result in being temporarily or permanently banned from campus.*

Yours in education,

East Academy Leadership Team

P: 216.383.1214

[W: aceast.com](http://www.aceast.com)

MISSION: To prepare students for a college preparatory high school that will ensure success and graduation from a four year college/university.

Part of the ACCEL Network