

**Dr. Ethel Allen  
Promise Academy  
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**Dear Parents:**

Due to incidents, which have occurred recently regarding the safety of staff and students in schools both locally and nationally, Dr. Ethel Allen Promise Academy will be reinforcing the School District of Philadelphia's Policy for visitors and parents entering the building. I would first like to apologize for the inconvenience the district's policy may cause as we begin adoption of the policy, and I thank you for your patience and cooperation in advance.

Visitors are identified as any person entering the school building that is not an employee or student of the School District of Philadelphia. A copy of the district's policy and this letter has been placed online for your review. For more information, please see:

- 1) District Policy No. 907 from April 27, 1981 and revised July 14, 1984
- 2) Enforcement under the City of Philadelphia Ordinance  
"Unauthorized Entry on School Premises", 1971 and 19 P.S. Section 3503 Defiant Trespass.

#### **New Procedures**

- Everyone must show a picture ID with a signature at the front desk and at the Main Office.
- Visitors and Parents will not be admitted in the building during admissions (8:00-8:20) to escort their children to class. Students will be supervised by teachers in the yard or escorted to the cafeteria for inclement weather through the Main Door.
- Everyone must report to the Main Office when entering the building. All student releases must take place in the office. No one may go to a classroom to pick up a student.

**ALL PICKUPS MUST BE MADE BY 2:30PM.**

No one will be admitted to the building through the Main Door after 2:30pm. Parents of students in grades K through 2 may pick up students in the cafeteria by the ramp side door during inclement weather.

Thank you for your cooperation in the matter.

**Stefan Feaster-Eberhardt  
Principal**