



School Visitor Procedures

Effective November 26, 2012

Objective

To define and articulate a procedure for the admittance of visitors to the school, to ensure a safe and efficient environment.

As a district, we have an obligation to safeguard our children, and we take this responsibility seriously. Therefore, all visitors must comply with the following:

1. Upon arrival to school, use the main school entrance and report to and sign in at the Security Desk. Do not enter the school via any other entrance.
2. All visitors must state the purpose of the visit. Visitors must show photo identification.
3. All visitors will be issued a pass on arrival and directed to the main.
4. Visitors may then be escorted to their point of contact or their point of contact may be asked to come to receive the visitor. The point of contact will then be responsible for visitors while in the building.
5. At all points during the day, visitors must be accompanied by the point of contact person who invited them.
6. Upon departure from the school, visitors should sign out at the main entrance security desk, return the pass, and enter the departure time in the Visitor Record Book.
7. Should there be a fire evacuation, the point of contact will accompany the visitor out of the building and to the evacuation point.
8. Parent/Guardians who desire to observe a class must speak with the Principal and make an appointment 48 hours prior to the visit.