



## **Visitor Policy** **2022-2023 School Year**

The following guidelines will be used as we welcome visitors back into our buildings during school hours. Visitors will be allowed to enter our schools for various events or appointments (Parent/Teacher meetings, concerts, special events, picking up students, dropping off materials, etc.) To ensure the safety of all, we ask that the following guidelines be adhered to.

### Entering the school:

- All exterior doors must be locked at all times. All visitors must press the “call button” located at the Main Entrance Door. Office staff will answer using the intercom system and greeting visitors by asking them the following:
  1. Good morning/afternoon.
  2. Please state your child’s name.
  3. Do you have a scheduled appointment? If so, with whom?
  4. If the individual doesn’t have a scheduled appointment, please have them state the reason for their visit.
- If the visitor has an appointment or reason for their visit, the office staff will then unlock the door by buzzing the visitor in and asking them to report to the Main Office.
- **High Schools: If security is assigned to the school.** Principal’s may deploy security to be called by the Office Staff to the entry prior to releasing the door lock. If this is the case, the visitor should be told to wait until security personnel arrives to ensure the visitor reports to the Main Office.
- Upon entering the Main Office, the visitor should be prepared to show government issued ID (driver’s license, passport) and sign in using the “visitors’ book” which is to be placed on the counter in the Main Office.
- You must provide the visitor with a pass which is to always be worn and shown visibly on their clothing. These passes will only be issued at the Main Office.
- All visitors must sign out in the “visitors’ book” and return the visitors pass before departing.
- All school staff have the responsibility to notify the Main Office if an unknown person is seen without an escort or a visitor’s pass.
- No school visit shall be permitted to interfere with the educational process. Always remember to check the “Banned from School” list before admitting a visitor.
- All visitors must comply with the District’s Code of Conduct.
- Principals may use their discretion in handling visits or requests for visits.

Suggestion for information contained on the pass:

Visitor's Name:
Date:
Time:
Reason for Visit:

**NO ONE SHOULD BE ALLOWED TO GO TO CLASSROOMS WITHOUT AN ESCORT**