

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

<u>Responsibility</u>	<u>Action</u>
Administrator/Designee	1) Ensures that notices are posted at all building entrances directing visitors to report to the Administrator's office immediately upon arrival.
Visitor	2) Reports to the Administrator's office stating intended business to the Administrator/designee. Follows school's procedures for "signing in" and "signing out."
Administrator/Designee	3) <ol style="list-style-type: none"> a. Grants permission for the visitor to carry out his/her stated business. b. Accompanies visitors where appropriate. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> c. Denies permission for access to the building and/or staff and explains the reason(s) for the decision. d. Escorts the visitor to the door and witnesses his/her departure from the building. e. If visitor refuses to leave, notifies the legal authorities.
Teacher	4) <ol style="list-style-type: none"> a. Notifies Principal of scheduled visits to classroom in advance. b. Contacts parent/guardian directly to establish agreed-upon time and date for visitations requested by teacher.