

## VISITOR POLICY

In order to ensure a safe environment for students, faculty, administrators and the general public, the following criteria are hereby established for visitors to the School:

1. All persons must report to the School office to make their presence known and obtain a pass to be in the School.
2. Visitors/Volunteers must wear the "Visitors/Volunteers Pass" in a conspicuous location at all times while in the building
3. Visitors/Volunteers may be required to be accompanied by a School escort while in the building or obtain a background check prior to visiting
4. 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
5. 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 as set forth in point 7 below.
6. 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.
7. 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.
8. The policy shall govern all visitors or volunteers to the School. Family members of students, staff and guests will need to follow all rules set forth above.