

## JELV VISITOR POLICY



### DEFINITION OF VISITOR

We welcome visitors to our building. A visitor may be in the building for special events, to meet with the teacher, to observe, and/or volunteer in our building. Our main concern is safety for all, so our goal is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized.

### GUIDELINES

We ask visitors to:

1. Have prior arrangements with the teacher and/or administrator for observations or class visits.
2. Sign into the front office and enter the building through the office door.
3. Report to the office to sign out when leaving.
4. Be respectful to not photograph or take video of any student other than his/her own child.
5. Receive and wear a visitor sticker for the visit.
6. Show identification such as drivers license.
7. Be approved as a person on the blue card or have legal guardian's written permission.

We encourage all parents to be involved in our school. However, issuance of a visitor's pass will be at the discretion of the building administrator. Visitors may not go to the classrooms unannounced to preserve student learning and instructional time.

### STAFF RESPONSIBILITIES

Office Staff:

1. Check identification.
2. Have visitor sign in, which includes: date, time, destination, and visitor's signature.
3. Notify administrator if visitor's intent may not be in the best interest of the school.

Staff/Faculty:

1. Any person that does not have a visitor sticker will be escorted to the office immediately.
2. Teachers will communicate with any visitor if there is a concern and notify the office accordingly.
3. Teachers will check transportation release information as needed.

