

## **PSCS School Visitor Policy (approved 5/27/14, revised 1/10/18)**

Pioneer Springs Community School (PSCS) welcomes and encourages visits by parents/guardians and other community members. A visitor shall include all who are not employees, volunteers, contractors, or students of the school. All visitors must sign-in and sign-out at the reception area/front desk. All visitors must wear a visitor badge/sticker while on campus.

Acceptable reasons for such visits include observation of significant programs, participation in special events, and conferring with staff. The visit should have legitimate purpose and not interfere with the continuity of instruction. The administrator has the right to refuse admission to the school for any excessive number of visitors or to any who disregard the following:

### Parent/Guardian Visitors:

- No visitor shall be permitted to interrupt a staff member in the performance of duties whether that interruption be for conversation or observation.
- To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the administrator.
- No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to teachers unless such visits have been approved previously by the administrators. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian gives explicit permission in writing to release the student to a designated family member or adult.
- Should an emergency require that a student be called to a school office to meet a visitor, the administrator shall be present throughout the meeting.

### Visitors other than parent/guardian must adhere to the above AND:

- Those wishing to visit a school shall make arrangements in advance with the school office by stating reason, date, and time of the proposed visit. In all cases where permission is not obtained in advance it must be obtained promptly upon entering the school. No visitor may remain at a school without the permission of the administrator.
- Prior to approval of the request, the administrator shall discuss the request with the staff member involved. Should there be disagreement, the administrator's

decision shall prevail but the basis for that decision shall be first discussed with the staff member.

- Upon arrival at the school, the visitor must sign the Visitor's Register in the school office where the visitor will be given instructions as well as a Visitor's Pass or Identification Badge and, if necessary, provided with an escort.
- The staff member being visited shall require that the visitor present the Visitor's Pass or Identification Badge.
- Upon completion of the visit, the visitor shall return to the office to return materials and enter departure time at the reception/front desk.
- Administrators shall have the right to adapt or set aside the above procedures in event of special activities such as assembly programs, athletic events, or musical performances.

The administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or staff, or intent on committing an illegal act. Wherever possible, the administrator shall specifically indicate the circumstances under which a parent may return.

School staff who observe visitors without proper identification are to report that information immediately to the school office.

The provisions of this policy shall apply to all programs and activities such as off-site locations.