

## SCHOOL VISITORS

### Purpose:

To outline what policy school visitors must follow and employees must enforce

### Scope:

All employees, volunteers and students

### Policy:

Khalsa School welcomes visitors to our campuses when they have a purpose that aligns with our school goals and objectives. To keep our campuses safe and to protect instructional time, procedures are in effect so that visitors add to and do not distract from our students' school experience.

### Procedure:

The school reserves the right to restrict or refuse permission for an individual or group desiring to visit the school. All visitors must report directly to the office and indicate the purpose of their visit. Each visitor, including parents who intend to venture beyond the immediate office area, has to sign in the Sign-In book and will be given a Visitor's Pass.

Visitors who will have direct access to students, such as a guest speaker in a classroom, must have administrator pre-approval. Students are never to be left alone with a school visitor.

- Once school starts all entrances other than the main office entrance will be locked.
- Visitor regulations written in English and Punjabi are posted at all entrance doorways.
- Teachers should inform the office if a parent or guardian or any other person comes to their classroom unannounced.
- Any adult (parent, relative or other) who has to take a student from the school during school hours for any reason, must sign the student out before leaving the building.
- No student is allowed to leave with any visitor unless notified by the office.
- Written permission must be given by a parent if an adult, other than the parent, for example: an uncle, aunt, grandparent, etc., comes to take a child from school. The secretary will call the home to confirm the written note.
- Children and youth not enrolled in Khalsa School are not allowed to be on school grounds unattended by an adult during normal school hours.
- Students inviting an unauthorized visitor to meet them on school grounds during school hours will be subject to disciplinary actions similar to those imposed for violating closed campus rules.