

SCHOOL VISITORS (907 VG – ADOPTED May 26, 2011)

To ensure the safety and security of our students and staff and the orderly operation of the A. W. Beattie Career Center educational programs, all parents and guardians and other individuals planning to visit the building or offices during the school day are required to follow the Center's registration and check-in/check-out procedures.

Pre-Registration

All non-district personnel desiring to visit a classroom or other area of a school building during the school day must call the building office and pre-register for an appointment prior to the date of the visit, with the

exception of daycare parents for daily drop offs and pick-ups and community members accessing the Beattie Restaurant and Cosmetology Salon on "Community" operating days. Absent of an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage, as necessary.

Parents and guardians who are dropping off items for a student in the front office, and who will not otherwise be proceeding into the school building proper, may do so without advance registration.

Admittance Procedures

1. Upon arrival at the building, visitors must use the call box in order to gain access to the building. All individuals seeking admittance to the building will be asked to provide their name and reason for the visit. Upon approval, they will be granted access to the front office.
2. Upon gaining admittance to the school building, visitors must then register in the building office before proceeding to any other part of the building.
3. As part of the registration process in the front office, all visitors will be asked to sign the visitors register and provide their driver's license or other state-issued photo-identification, which will be held by the building office for the duration of the visit. Car keys may be accepted in lieu of a driver's license or photo ID at the discretion of the building office.
4. Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.
5. Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
6. Upon conclusion of the visit, the visitor must return to the building office, sign out on the Visitor Register and return the visitor badge. Once the visitor has check out, the building office will return the visitor's drivers license, ID or keys, as applicable, and ensure that the visitor exits the premises
7. Notwithstanding the foregoing, the administration may deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and learning environment.



These procedures are implemented pursuant to Joint Operating Committee A.W. Beattie Career Center buildings and property policy 907 and apply to all. Administration will ensure that these procedures are posted in a visible location(s) in the school building. Notice of these procedures will also be posted on the Career Center's website.