

## **PSOE Policy: Visitors to the School**

The Paramount School of Excellence School Board welcomes the active interest of parents and persons in public schools, and invites the community to visit PSOE. However, since schools are intended to be a safe place for work and learning, certain limits must be set to visits. The School is responsible for all persons in the building and on the grounds. For these reasons, the following board-approved policy applies to all visitors to the school:

- Every visitor (parent or otherwise) to PSOE must sign-in at the school office. The office shall maintain sign-in lists showing name, time, person visiting, and time of departure.
- Any person who does not sign-in with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. Parents wishing to visit PSOE classrooms outside of drop off and pick up or during instructional times are to make arrangements with the school office 24 hours in advance of the visit.
- Parents wishing to visit with their students during instructional time may do so, without prior arrangements, in the school office or designated area.
- If an emergency situation requires that a student be called to the office to meet with a member of the public, a member of the administrative staff must be present during the visit.
- Members of the public wishing to visit PSOE classrooms are to make arrangements in advance through the school office. 1
- No member of the public may visit a specific student in school unless it is with the specific approval of the student's parent or legal guardian and an authorized school representative.
- A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do.
- No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business. 1
- The School Director or other authorized school representative has the discretion to request that a visitor leave the school premises if he/she believes that the visitor's presence presents a danger to students and/or staff or to school property or if their presence is disruptive to the operation of school. The School Director is authorized to request the aid of local law enforcement.
- Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the building School Director. Board member visits shall not be considered to be official unless designated as such by the Board. The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature. If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the School Director as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.