

## **PARAMOUNT SCHOOLS OF EXCELENCE SCHOOL VISITOR POLICY**

The Paramount Schools of Excellence Board of Directors 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 schools are 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 schools:

- 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. Schools reserve the right to run a limited background check on all visitors prior to allowing visitors into the school.
- Any person who does not sign-in with the school office is on school property illegally and should be asked to identify themselves properly or to leave the school grounds.
- Guardians wishing to visit PSOE classrooms during instructional times are to make arrangements with the school administration at least 24 hours in advance of the visit.
- 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.
- No member of the public may visit a specific student in school unless it is with the specific approval of the student's 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 their legal guardian or an appropriately authorized person.
- Students may not bring guests to school unless the student's 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.
- The CEO, school principal, or other authorized school representative has the discretion to request that a visitor leave the school premises if they believe that the visitor's presence presents a danger to students, staff, to school property, or if their presence is disruptive to the operation of school. The CEO and school principal are 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 school's principal. 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 inspections nor as supervisory in nature. If, during a visit to a school or program, a Board member witnesses an incident that requires CEO oversight, the CEO will be notified as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.