

## VISITING THE SCHOOL

To ensure the safety and security of our students and staff, all visitors are required to follow the district registration and check-in/check-out procedures. All elementary schools have a security system that locks the front doors when school begins at 9:15 a.m. until school ends at 3:45 p.m.

- If you are planning to visit a classroom or other area of the building during the school day, you should pre-register for an appointment prior to the date of the visit. Absent 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 a substitute or other coverage, if necessary.

Note: Visitors who are dropping off items for a student in the front office, and do not need to proceed into the building, may do so without advance notice.

- All visitors must use the buzzer and identify themselves to request admittance. Upon entry, all school visitors must report directly to the school office to register. As part of the registration process, all visitors will be asked to sign the visitor log and provide identification, which will be held by the building office for the duration of the visit. Car keys will be accepted in lieu of a driver's license or photo ID. (Independent Volunteers will already have badges and will not have to turn in I.D.)
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the building or on school premises.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment.
- Upon conclusion of the visit, return to the office, sign out and return your visitor badge.

These procedures are implemented pursuant to Board Policy #907, and apply to all Pine-Richland School District buildings.

While communication between parents and teachers is encouraged, **parents are not permitted to go directly to the classroom without notifying the teacher in advance and receiving permission from the office.** Allow the secretaries to notify the teacher before going to the classroom. No student will be released from the building without prior written permission from the parent or guardian. All students must be released through the main office.

Once the teachers are gone at the end of the day, visitors will not be permitted to enter the classrooms.