



VISITORS TO COLLEGE PREP ELEMENTARY

I. PURPOSE

The purpose of this policy is to inform the College Prep Elementary community and the general public of the position of the School Board on visitors to the school building and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The School Board encourages interest on the part of parents and community members in College Prep Elementary programs and student activities. The School Board welcomes visits to the College Prep Elementary building and school property by parents and community members provided the visits are consistent with the health, education, rights, safety, and best interests of students and employees and are conducted within the procedures and requirements established by the College Prep Elementary.
- B. The School Board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. RESPONSIBILITY

- A. As may be necessary, the Executive Director shall present recommended visitor procedures and requirements to the School Board for review and approval. The procedures shall be communicated to the school community and the general public. Upon approval by the School Board, such procedures and requirements shall be an addendum to this Policy.
- B. It shall be the responsibility of the Executive Director to provide coordination that may be needed throughout the process and provide for periodic School Board review and approval of the procedures.

IV. VISITATION PARAMETERS

To protect the rights and safety of students, staff, and community members, College Prep Elementary will only accommodate requests to visit College Prep that satisfy the following criteria:

- A. All visitors must comply with the visitor procedures and requirements adopted by the School Board;
- B. Visits and visitors must not be disruptive to the educational or working environment,
- C. Visits and visitors must not endanger the health or safety of students, employees, or others;



- D. The presence of the visitor(s) must not violate, or be likely to violate, the rights, including, but not limited to, data privacy rights, of College Prep Elementary students, employees, or others;
- E. While classes are in session parents and guardians of current College Prep Elementary students are only permitted to visit common areas of College Prep Elementary and those classrooms to which their students are currently assigned or to which College Prep Elementary has assigned them for the following school year;
- F. While classes are in session, parents and guardians of prospective College Prep Elementary students are only permitted to visit common areas of College Prep elementary and those classrooms to which College Prep Elementary staff have determined that the student may be assigned upon enrollment; and
- G. The visit otherwise must be in the best interest of students, employees, and College Prep Elementary, as determined by the Executive Director or the Executive Director's designee.

College Prep may deny an individual or group permission to visit College Prep elementary, school property, classroom(s), or a specific location within the school or school property, or such permission may be revoked if a visit or visitor does not comply with the above-listed criteria.

V. PARKING AND CONTROL OF COLLEGE PREP ELEMENTARY PROPERTY

- A. Visitors are only authorized to park vehicles on College Prep Elementary property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this Policy or as otherwise specifically authorized by College Prep Elementary officials.
- B. The School Board and College Prep Elementary administration reserve the right to exercise control over all College Prep Elementary property and school-sponsored events, consistent with applicable law, including, but not limited to, laws prohibiting trespass on school property.

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Visitor Procedures

As discussed in the Visitor Policy, College Prep Elementary welcomes and encourages parents, guardians, and guests to visit any time throughout the year, where such visits are consistent with the health, safety, and wellbeing of students and staff and the safe and efficient operation of the educational and work environment. To implement the goals outlined in the Visitor Policy, College Prep Elementary has adopted the following visitor procedures:

1. All guests must check in at the Main Office to sign-in and obtain a Visitor Badge.
2. Visitor badges must be worn continuously while guests are in the school building.
3. Guests must stay in the front office unless and until escorted to another location by College Prep Elementary staff.
4. Items may only be delivered to students by parents or guardians. Any individual seeking to deliver an item to a student must check in at the front desk to verify his or her identity and describe the item to be delivered. If appropriate, College Prep Elementary staff will deliver the item to the student.
5. Students may not be interrupted in class to visit with guests. Messages for students must be given to front desk personnel to be delivered to students.
6. If a parent or other guest would like to speak with a teacher, the meeting time must be arranged in advance. Meetings with teachers can only be arranged before or after school hours, as teachers cannot be pulled away from classroom duties to confer with guests on a moment's notice.
7. College Prep Elementary will maintain a log of all visitors.