



VISITORS TO THE SCHOOL S-22

Policy Statement

Choice School invites interest and warmly welcomes visitors to the school. However, safety of our students remains our primary concern. Visitors to the school are required to sign-in at the administration desk and wear a visitor's badge while in the school. All members of the Choice Community are asked to be aware of who is present on the school grounds and make themselves knowledgeable about who the members of the school community are.

Procedures for Policy S22 – Visitors to the School

1. Families enrolled at Choice School are provided with an access code to the front door of the school. It is important that the code be kept confidential.
2. No one who is not a member of the school community should be allowed to enter.
3. Visitors are instructed to ring the doorbell and be greeted at the door by a member of staff.
4. The staff member will ascertain the purpose of the visitor, and if the purpose is legitimate, will accompany the visitor to the administration office and inform the administration.
5. All visitors must sign in and wear a visitor's badge while in the school.
6. At no time, will an unfamiliar visitor be in the school unaccompanied by a member of the school staff.