

WELLINGTON ELEMENTARY

VISITOR POLICY

To ensure the safety of all students and staff at Wellington Elementary the following visitor protocol will be followed:

- Signs directing visitors to the office are posted on all doors leading into the building. For security purposes, all outside doors will remain locked and armed before, during, and after the instructional school day unless supervised by an adult.

Protocol for visitors:

1. All visitors upon entering the front office are required to sign in at the front office, wear a visitor badge, show photo ID, and state the purpose of their visit.
 2. All visitors will sign in and wear a visitor badge. The identification badge must be worn at all times while in the building. *By signing in, all visitors acknowledge having read and will abide by Wellington Elementary's confidentiality statement, as posted in the front office.*
 3. All staff will question any person without an identification badge and direct them to check in with the office before proceeding to the intended classroom.
 4. All school volunteers and chaperones must be approved via required district/state background checks.
 5. Volunteer opportunities must be approved by the teacher or other staff prior to arriving at the school.
 6. Visitors **MUST** have a scheduled destination: conference, classroom volunteer, lunch, or other pre-arranged visit.
 7. Visitors are not permitted in the classroom unless a pre-scheduled special event is taking place.
 8. Visitors are not permitted on the playground.
 9. Visitors and chaperones are prohibited from taking pictures of other students while on school property or when attending field trips.
 10. The visitor will say good-bye to their student in the front foyer unless prior arrangements have been made with the classroom teacher. Visitors will sign out in the office upon leaving the building.
- Parents/guardians should make prior arrangements with the teacher to schedule classroom observations. Observations may be scheduled for one subject area up to a total timeframe of one hour. Confidentially guidelines will apply to all observations and visits.
 - If it is necessary for a parent to bring a book, lunch, coat, or deliver a message, during school hours, he/she must come to the office. This service should be facilitated through the Office Staff to prevent classroom interruption. The office staff will deliver items for immediate attention to the classroom to prevent interruption.

Revised: October 23, 2019

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