

## **Southern Elementary VISITOR POLICY**

This policy will be used to insure the safety and privacy of all students and staff. At Southern Elementary the following procedures will be followed:

- Signs directing visitors to the office are posted on all doors leading into the building.
- All visitors must sign in at the office and receive a visitor's badge.
- By signing in, all visitors agree to the confidentiality statement.
- Visits to classrooms should not disrupt classroom instruction. If a parent needs to discuss his/her child's progress, a conference will need to be scheduled with the teacher.
- All volunteers, visitors, and observations must be scheduled with the teacher or principal in advance. The teacher or principal can determine the length of visit.
- Lunch visits to the cafeteria require that visitors sign in at the office and sign out when leaving the building.
- All visitors must sign out when leaving the building.
- All staff will question any person without a visitor or volunteer's badge and direct them to check in with the office before proceeding to the intended classroom.
- All volunteers, visitors and observations will adhere to the Fayette County Civility Policy and refrain from using inappropriate language and/or tone in front of children or adults. If a volunteer, visitor or observer violates the civility policy, the staff member(s) involved will immediately discontinue the conversation, conference, visit or observation per the principal's instructions.