



POLICY TITLE:
Visitors

Board Approval: January 31, 2017
Board Review: April 25, 2023

OBJECTIVE: Summit West Independent School is committed to providing a safe and secure environment for all students and staff, as well as for all visitors to the school.

DEFINITIONS:

“**Visitors**” are all guests, volunteers, tradespeople, community members, and officials who enter school grounds who are not otherwise employed or registered with Summit West Independent School.

POLICY

1. Sign In/Sign Out

- 1.1. Upon entering the building, all visitors must sign in at the front office.
- 1.2. Visitors may be required to provide photo identification at the time of sign in.
- 1.3. The Sign In/Sign Out sheet will be maintained by the Principal and/or Executive Director.

2. Classroom & Student Access

- 2.1. Visitors will be granted supervised access only to classroom areas and will not be left alone at any time with students unless by prior written approval and with the completion of a Security Clearance.

3. Emergencies

- 3.1. In the case of an emergency, the Principal and/or Executive Director will ensure that all visitors are accounted for as necessary.

PROCEDURES

1. Sign In/Sign Out Sheet

- 1.1. The Sign In/Sign Out sheet will be maintained by the Principal and/or Executive Director and stored in the main office.
- 1.2. Visitors will provide their first and last name, reason for visiting, and a phone number.
- 1.3. The time of arrival and departure will be recorded.

2. Record Keeping

- 2.1. Sign In/Sign Out sheets will be stored in keeping with the Freedom of Information and Privacy Act until the last day of each school year and then destroyed.
- 2.2. Security Clearance forms will be stored for two years from date of issue.