



## Visitor Policy

**Date Created: 12/19/19**

**Approved By: TRM Board of Directors**

**Date Approved: 12/21/2020**

# Visitor Policy

Parents, guardians and visiting guests are always welcome. For everyone's safety, all visitors must sign in at the office, receive and wear a visitor badge at all times. Visitors not displaying a visitor badge will be referred to the office. Upon leaving, we ask that visitors, parents and guardians sign out in the office. Classroom visits by parents and guardians can inform them about the learning materials and strategies used in their child's school. Arrangements if possible should be made with the school in advance as to the date and length of visit. This will ensure that visits are informative for parents and guardians and do not disrupt learning activities, tests, and other classroom schedules and routines.

I. PURPOSE The purpose of this policy is to inform the school community and the general public of the position of the School Board on visitors to school buildings and other school property and leased sites.

## II. GENERAL STATEMENT OF POLICY

- a. The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members, provided the visits are consistent with the health, education, and safety of students and employees and are conducted within the procedures and requirements established by Three Rivers Montessori.
- 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. VISITOR LIMITATIONS

- a. All visitors must register with the administrative office upon arrival and departure.
  - b. Visitors will receive and must wear a highly visible visitor badge to signify their status and the fact that school administration has authorized their presence in the building.
  - c. Visitors who wish to meet with or observe teachers should schedule appointments in advance and register with the administrative office upon arrival.
  - d. If school district personnel or volunteers see a visitor in the building without a visitor badge, they will courteously escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
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- e. Pursuant to this policy, an individual or group may be denied permission to visit a school or school site; or such permission may be revoked if the visitor does not comply with the school district procedures and regulations, or if the presence of the individual or group is not in the best interest of students, employees, or the school district.
  
- f. Pursuant to state statute, an individual who enters school property and does not comply with the policy and its requirements may be charged with criminal trespass and thus may be subject to criminal penalties.

Approved:

