



## **Mexicayotl Academy of Excellence**



### **VISITORS TO THE SCHOOL**

All visitors must check in at the School front office upon arrival during school hours. Visitors must register with the front desk by presenting a valid driver's license or another form of government-issued identification. After the visitor's I.D. is verified and if an individual is permitted to enter beyond the general foyer space, as indicated by the School front office, the visitor is required to wear a visitor's badge at all times. Visitors are not permitted to enter classrooms during instructional time unless previously approved by the site administrator. The School will terminate visiting privileges for anyone who interferes with academic instruction during the visit or who does not comply with the rules described in the Mexicayotl Student/Family Handbook.

In order to support the dress code and set a good example for our students, visitors to the School are expected to wear appropriate School attire. Visitors must also use respectful language at all times or they will be asked to leave the campus. Visitors must be 18 years or older. Minors (under the age of 18 and not a School student) can only enter the School premises if accompanied by their Parent, invited by the registrar during the student recruiting process, or participating in enrichment events designated as 'open to minors' who are not students at the School.

Parents who wish to see a student, teacher or administrator, or visit a classroom must make an appointment. Regarding Custody: In cases where custody or visitation is court ordered, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or one of the parents having joint custody to provide the school with the most recent court order.