

VISITOR AND GUEST POLICY

Silver Lake Academy for Health Sciences

Palatka, Florida



1. Purpose

The purpose of this policy is to ensure the safety, security, and orderly operation of Silver Lake Academy for Health Sciences by regulating access to school premises by visitors and guests. All individuals who are not current students, faculty, or staff are considered visitors or guests and must comply with the procedures outlined in this document.

2. Definitions

Visitor / Guest: Any individual who is not a currently enrolled student, faculty member, or staff member of Silver Lake Academy, including but not limited to parents, guardians, family members, prospective families, vendors, contractors, delivery personnel, and community members.

School Premises: All buildings, grounds, parking areas, and outdoor spaces owned, leased, or controlled by Silver Lake Academy for Health Sciences.

3. General Requirements

All visitors and guests must:

- Enter the school through the designated main entrance only.
- Report immediately to the front office or designated check-in location upon arrival.
- Present a valid government-issued photo identification (driver's license, state ID, or passport).
- Sign the visitor log, including full name, date, time of arrival, purpose of visit, and person being visited.
- Wear a visible visitor badge at all times while on school premises.
- Be escorted or remain in designated areas as directed by school personnel.
- Sign out and return the visitor badge upon departure.

4. Check-In and Check-Out Procedures

Upon Arrival:

- Proceed directly to the main office.
- State the purpose of the visit and the name of the person you are meeting.
- Provide photo identification for verification.
- Complete the visitor registration log.
- Receive and display a visitor badge.

Upon Departure:

- Return to the main office.
- Sign out on the visitor log.
- Return the visitor badge.

5. Authorized Visits

Visits during school hours should be arranged in advance whenever possible. The following types of visits are generally permitted:

- Scheduled meetings with administration, faculty, or staff
- Parent/guardian conferences or observations (by prior arrangement)
- Delivery of items or materials essential to school operations
- Vendor or contractor work that has been pre-approved
- Special events, open houses, or tours authorized by the administration

6. Restrictions and Prohibited Conduct

Visitors and guests are prohibited from:

- Entering classrooms, instructional areas, or student spaces without prior authorization and escort
- Interrupting instructional time or disrupting school activities
- Photographing, recording, or filming students, staff, or school activities without written permission from the administration
- Bringing weapons, illegal substances, alcohol, tobacco, or any item that poses a safety risk onto school premises
- Using inappropriate language, engaging in threatening behavior, or acting in a manner that endangers the safety or well-being of others
- Loitering on school grounds after the purpose of the visit has been completed

7. Supervision of Visitors

Visitors may be required to remain under the supervision of a staff member for the duration of their visit. Unescorted access to student areas is not permitted. The administration reserves the right to limit or deny access to any individual when necessary to protect the safety and security of the school community.

8. Emergency Situations

In the event of an emergency (lockdown, fire, severe weather, or other crisis), all visitors must follow the instructions of school personnel immediately. Visitors are expected to remain calm, stay with their assigned escort or designated area, and comply fully with emergency procedures until the situation is resolved.

9. Consequences for Non-Compliance

Failure to comply with this policy may result in:

- Immediate removal from school premises
- Denial of future access to the school
- Notification of law enforcement when appropriate
- Other actions deemed necessary by the administration to protect the school community

10. Policy Review and Updates

This Visitor and Guest Policy is a living document. Additional rules, procedures, and expectations may be added or revised at any time as determined necessary by the administration to maintain a safe and orderly environment for students, faculty, staff, and guests. Updated versions will be made available to families and posted in the school office.

11. Acknowledgment

By entering Silver Lake Academy premises, all visitors and guests acknowledge that they have read, understand, and agree to abide by this policy.

_____	_____	_____
Printed name of visitor or guest	Signature of visitor or guest	Date
Dr. Sharon Fair, PT, PsyD, PhD	_____	_____
Silver Lake Academy	Signature	Date