

## **The Principled Academy Visitor Policy**

The *Visitor policy* is in place in order to insure the safety and security of Principled Academy students and staff. Parents routinely signing their children in or out of preschool or daycare need not register as *Visitors*. Parents performing regularly scheduled Service Hours in the preschool need to come to the school office to sign in and get a visitor pass. All parents or family members coming to the main building for any reason including Service Hours (e.g., field trip drivers) are considered visitors and must sign in and out at the office. Security is of utmost importance.

While The Principled Academy encourages parents/guardians and interested members of the community to visit the school and view the educational program, the school also endeavors to create a safe environment for students and staff. Additionally, parents assisting in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to help in this manner.

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, the school has established the following procedures, pursuant to California Penal Code Sections 627, et. seq., to facilitate visits during regular school days:

1. Parents routinely signing their children in or out of preschool, kindergarten, or daycare need not register as *Visitors*.
2. Parents coming to the school for any other reason including, but not limited to Service Hours, field trip drivers, bringing or eating lunch with your child, or having a birthday party, are considered *Visitors* and must register in and out at the office.
3. Any prospective parents visiting must register in the school office and receive a name badge.
4. Classroom visits during school hours must first be arranged in writing with the teacher at least 24 hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Except for unusual circumstances, approved in writing by the Principal or designee, classroom visits should not exceed approximately 30 minutes in length and may not occur more than once per week.
5. All *Visitors* shall register with the front office upon entering any school building or grounds during regular school hours. This includes bringing your child a hot lunch, picking up and bringing your child back from a dental/medical appointment etc.
6. When registering, the *visitor* may be required to provide his/her name, purpose for entering school grounds, and photo identification. For purposes of school safety and security, the Principal or designee may give a yellow visitor's badge.
7. The Principal or designee may withdraw consent for a *visitor* to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, its students, its teachers, or its other employees.
8. The Principal or designee may request that a *visitor* who has failed to register, or whose registration privileges have been denied or revoked promptly leave school grounds. When a *visitor* is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the requirements he/she will be guilty of a misdemeanor.