

VISITOR/VOLUNTEER POLICY AND PROCEDURES PARAMOUNT SCHOOLS OF EXCELLENCE

Paramount Schools of Excellence welcomes the active interest of parents and persons in public schools and invites the community to visit. However, since schools are intended to be a safe a place for work and learning, certain limits must be set for school visitations. The Principal is responsible for all persons in the building and on school grounds. For these reasons, the following board approved policy applies to all visitors to the school:

- Parents/guardians wishing to visit classrooms during instructional time are asked to make arrangements 24 hours in advance through the school office. Hours of classroom visitation are from 9:00am to 2:00pm. Classroom visits will be no longer than 2 hours.
- Parents/guardians wishing to visit their student during instructional time may do so, without prior arrangements, in the school office or designated area.
- Every visitor (parent or otherwise) must sign-in at the school office.
- Any person who does not sign-in with the school office is on school property illegally and will be asked to identify himself/herself properly or leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the Principal or his designate, will request aid from the local law enforcement agency.
- Visitors are not to have any verbal or physical contact with any student during their visit. If a situation arises the visitor is to contact the nearest staff member.
- If an emergency requires a student to be called to the office to meet with a member of the public, a school administrator must be present during the visit.
- No visitor may see a student in school unless it is with the specific approval of the Principal or his designate. or a person he/she has authorized to provide such approval.
- If an emergency requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference.
- A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- Students may not bring guests to school unless the Principal has granted permission to do.
- Students who have graduated or withdrawn from Paramount Schools of Excellence may not visit the classrooms without the Principal's or his designates permission.
- No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.
- The School Principal has the discretion to request that a visitor leave the school premises if he/she believes that the visitor's presence presents a danger to students and/or staff or to school property or if their presence is disruptive to the operation of school. The School Principal is authorized to request the aid of local law enforcement.

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Individual Board members, who are interested in visiting schools or classrooms on an unofficial basis, shall make the appropriate arrangements with the Principal or Executive Director. Board member visits shall not be considered official unless designated as such by the Board. The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered inspections nor as supervisory in nature. If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

Volunteers

Volunteers to Paramount Schools of Excellence are considered the same as a visitor and must adhere to the same policies and procedures as stated above.