

# **Southwest Georgia STEM Charter School**

## **Policy O2: Visitor Policy**

**Adopted: October 22, 2020**

**Amended: August 31, 2022**

Any visitor with legitimate business on school grounds must sign in at the Main Office and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. To ensure the safety and confidentiality of students, Southwest Georgia STEM limits classroom visitors to:

### **I. During School Hours**

1. The parents/guardians (or court appointed guardians) of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Those persons invited by Southwest Georgia STEM Charter for official business.
  - A. The school leader may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time. The school leader may limit any and all visitors to the school if health conditions so require.
  - B. Students should not bring student visitors to school.
  - C. Parents and visitors should make an appointment to see a teacher, the principal, the counselors, or to visit their children's classes.
4. Students, teachers, and school administration have the right to a school environment that is safe and free from unnecessary distractions from learning. While parents/guardians are encouraged to visit and/or volunteer, visits are encouraged to be scheduled in advance. Visitors/Volunteers should check in with front office personnel upon entering the school and obtain a visitors' badge. All visitors must inform the office of the purpose of the visits. Visits shall not interfere with the instructional or non-instructional operations or the safe environment of the school.

### **II. After School Hours**

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.

### **III. School Authority**

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia, including but not limited to O.C.G.A. § 20- 2-1181.

### **IV. Training for Volunteers**

All school volunteers, including field trip chaperones, must complete background check, Mandated Reporter Training and FERPA Privacy Training. Information about the training may be requested in the front office. Documentation of the training should be submitted to the front office and maintained by the School.