



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
Review Date	Page 1 of 1
Policy Section School	Identification SCH-1039

SCHOOL VISITORS & STUDENT PICK-UP

All doors, other than the front entrance doors, will be locked during the school day. All parents, visitors and guests must sign in at the school office upon entering the building and get a visitor pass. No visitor (including parents) should be in any part of the school other than the office without a visitor pass. It is important for the safety of the students that all visitors have permission to be in the building. It is our policy that students will not leave the property during the day without parental/teacher consent be it verbal or in writing. If parents pick them up during the day for any reason, they will come to the office and office staff will call for the student to come and meet their parent.

Students must have written or oral parent permission to leave school property with someone else, and must be accompanied by an adult if they leave school property.