

## **VISITOR POLICY**

Since we do encourage community and parent participation in school activities, non-staff members may be present in the building on a daily basis.

- It will be necessary for visitors to ring the doorbell, be recognized, and then allowed into the building.
- Visitors are required to sign in and out at the office and take a visitor tag.
- Staff members generally know who these visitors are.
- Should any staff member not recognize a visitor, a polite inquiry or offer of assistance will help ascertain the legitimacy of the person's presence in our school.

Additionally, in order to minimize interruptions to classes, people wishing to speak with a teacher should call or email in advance and arrange a time with the teacher that is mutually convenient. Parents should also arrange in advance if they wish to visit the instructional program. There is a form in the school office.

If you are dropping off an item for your student, please leave it in the office and a staff member will take it to your student. If you are dropping your student off after school has begun, you will need to sign them in and we will get them to their classroom. Our full visitor's policy can be found on our website: [www.rcscares.org](http://www.rcscares.org)