

CATN VISITOR POLICY

2017 - 2018

- 1. All visitors are to be screened for purpose in the main office. No visitors shall be admitted to the building via a side entrance. All visitors must sign in the main office.*
- 2. Main office staff will not permit visitors during instructional time unless appropriate prior arrangements have been made by the teacher (ex. Guest speaker). If proper arrangements have been made, the visitor will be provided with a visitors badge and will be permitted to travel without escort to the classroom/lab. An attempt will be made to inform the teacher/staff member of their arrival prior to releasing them from the office area.*
- 3. Those visitors that show up unannounced will be asked to return during a non- instructional time period. The teacher/staff member will be contacted to inform them of the attempted visitation. This contact will be made during non-instructional time via email/written mailbox message.*
- 4. Unscheduled Student visitors will not be permitted during class time. The teachers email will be offered to the student so they can arrange a time to visit. It will be the responsibility of the teacher to inform the front office secretaries of the scheduled visit. Should the student create a disturbance the front office staff will request administrative assistance.***
- 5. Visitors that arrive unannounced during planning time will be detained in the lobby area and an attempt will be made to locate the teacher/staff member. The teacher/staff member will be responsible for coming to the office to meet with the visitor.*
- 6. Should a visitor create a disturbance or should special circumstances be connected to the request, the front office staff will request administrative assistance. The administrator will make the determination and in some cases may escort the visitor to the classroom/lab.*