



## **Visitors are welcome!**

### KTV Visitor Protocol

As a NYS public school, KIPP: TECH VALLEY extends a warm welcome to parents/guardians and others to visit our school and classrooms. At the same time, we must assure that our students and staff are safe and learning is not disrupted.

KTV has a buzz in access control system so no one can enter the building without the knowledge of the office staff. In addition, we have developed the following guidelines for school visitors.

1. All visitors must report to the school office and sign in before going elsewhere in the building, and they must sign out before leaving. The main office is located at the main entrance.
2. All exterior doors must be kept secure. Do not open any exterior door for any visitor while at school. Only KTV staff are authorized to open doors.
3. Visitors will receive a Visitor's Pass when they sign in. Please be sure your Visitor's Pass is visible while you are in the school. Visitor's passes are not required at Open Houses, Parent/Guardian Nights, or other school sponsored events open to the public.
4. For the safety of our students and staff, we will consider that visitors who do not sign and are not wearing a visitor's badge are trespassing. A school staff member will escort them to the main office.
5. Visitors will not be allowed unmonitored access to children. Individuals that are serving as volunteers will need to undergo a background check as required by law.
6. Do not bring food or drink(s) to school without prior approval regarding food allergies in the classroom(s).
7. Visitors who want to meet with a teacher or administrator must make an appointment. Generally no appointment is necessary for Open Houses, Parent Nights, or other school sponsored events open to the public.
8. If a meeting is scheduled to address a concern, the meeting will take place in the office or a conference room not in a classroom. The parent/guardian must first report to the office and will be escorted to the meeting place.
9. If parents/guardians need to pick up their child before the regular dismissal time, they should call or notify the school office first. They must pick up their child in the office or other location named by the school. Parents/guardians may not go directly to the classroom to pick up their child. The school will not release a student to anyone other than a custodial parent without prior arrangements with the parent/guardian and proper identification.
10. If a visitor engages in disruptive or inappropriate behavior, the Executive Director may restrict or deny future visits. In such a case, a school administrator will meet with the visitor and/or present this decision in writing.

This protocol has been developed to share clear expectations for our visitors and to continue to provide a safe environment for our students, staff and visitors.

### **KIPP: TECH VALLEY CHARTER SCHOOL**

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