

Visitor Policy

NOTE: This policy applies to all GCED program locations.

1. A sign will be posted at all entrances requiring visitors to report immediately to the office including the location of the office.
2. All visitors will be required to register at the office upon arrival and departure.
3. Visitors will wear a bright colored badge at all times in the building.
4. Designated office personnel will, if necessary or requested, escort visitors to area sought to be visited.
5. If GCED personnel or volunteers see a visitor without a badge, they will courteously escort the visitor to the administrative office.
6. Visitors who wish to meet with a teacher will be instructed to the hours in which teachers are not with students, unless permission is granted otherwise.
7. Program coordinators will arrange appointments with staff for visitors in advance.
8. GCED Director has the right to deny a request for visiting any and all GCED programs.
9. GCED Director has the discretion to adopt or enforce more specific and/or restructure rules governing visits to school buildings.
10. A copy of this visitor policy will be provided to all parents of students enrolled in GCED programs.
11. This policy will be distributed and reviewed each year at the “opening” staff meeting and copies sent home with students.
12. Any visitor who fails to comply with the visitor policy may be: a) denied future visits; b) detained by the Director, Principal or Program Coordinator pending arrival of law enforcement, and, c) charged with trespassing on school property under MN Statute 609.605 subd. 4.

Proposed on: 5/99 Adopted on: 5/99 Revised on: _____