



King Center Charter School Parent/Guardian Visitation Guidelines

The KCCS community extends a warm welcome to parents/guardians and others who visit our school and classrooms. As you know, the need for security has become more essential during the past few years as we have grown and expanded into a larger building. Therefore, we must ensure that our students and staff members are safe as well as limiting disruptions to the learning environment. We must be aware of who is in the building at all times. Our school has a buzz-in 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 upon entry to the school must sign in at the front desk before going anywhere else in the building. They must also sign out before leaving. A photo ID such as your driver's license may be required for entry into the school building.
2. Visitors will receive a **Visitor's Sticker** when they sign in. Please be sure the **Visitor's Sticker** is visible while in the classrooms and you will be escorted while in the building. Visitor's Stickers are not required at Open Houses, Morning Meetings, Parent/Guardian Nights, or other school-sponsored events open to the public.
3. For the safety of our students and staff, we will consider that visitors who do not sign in and are not wearing a Visitor's Sticker are trespassing. A school staff member will escort them to the main office.
4. Visitors who want to meet with a teacher or administrator **must make an appointment**. No appointment is necessary for Open Houses, Parent Nights, or other school-sponsored events open to the public.
5. 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. (*exception: Parent Teacher Conferences)
6. If parents/guardians need to pick up their child before the regular dismissal time, they should call or notify the school office first, BEFORE 1:00. **Parents/guardians may not go directly to the classroom to pick up their child. Your child will be called down to the office for early dismissal.**
7. If a visitor engages in disruptive or inappropriate behavior, the school administrator may restrict or deny future visits. In such a case, the school administrator will meet with the visitor and present this decision in writing.

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