

GREAT OAKS



CHARTER SCHOOL

Great oaks, from little acorns grow

VISITOR POLICY

VISION

Parents/guardians/families are a vital part of the Great Oaks community. We welcome you as a partner in the education of our scholars, and you should feel free to observe regularly at the school. In order to maximize our scholar's learning time and minimize distraction in our classrooms, we ask that you do the following:

Procedures:

Please let us know in advance if you plan to visit. While in the building we ask that visitor observe the following:

- Visitors must present a valid picture I.D.
- Visitors must register in the Visitors Log book once the Main Office staff has verified their identification.
- Visitors must specify the exact nature of their visit and the name of the person/office to be visited.
- Visitors will be issued a Visitor's Pass that must remain visible and be worn at all times.
- Visitors must be accompanied by a staff member at all times.
- Visitors must report to the Main Office after their visit is completed, sign out and return their Visitor's Pass.
- Visitors are prohibited from visiting any office other than the office indicated on the Visitors' Pass. If further assistance is needed, visitors must report back to the Main Office.
- Refrain from interacting with scholars so that they are able to pay attention to their teachers at all times
- Turn off your cell phone prior to entering the classroom
- Sit behind all scholars (at the back of the classroom) so that you are not blocking a child's view
- Visitors in violation of these procedures or whose conduct jeopardizes the safety of students and staff, interferes with programs in the school or endangers property are

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subject to immediate removal from the school by order of the Principal and possible arrest.

MEETING WITH TEACHERS/TEACHER'S ASSISTANTS (TA)/TUTORS

If someone would like to speak with the teacher following their visit, the teacher should be contacted via email or by calling the school to set up a follow up meeting. Teachers will generally be unable to meet or talk during their teaching time. If a visitor is coming to school to drop something off for a scholar or to leave a message, it is required that the visitor come first to the main office. For the sake of scholar safety, we cannot have anyone unannounced in the building.

FAMILY EMERGENCIES

In case of an emergency, parents or guardians should contact the school either by phone or in person. Under no circumstance should parents or guardians contact scholars on their cellular phones, in their classrooms, including after school, or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the school office.