



Intergenerational
SCHOOLS
A COMMUNITY OF LIFELONG LEARNERS

Visitor, Volunteer, and Guest Policy

FOR THE SAFETY OF ALL OF OUR STUDENTS:

Intergenerational Schools wishes to provide a welcoming environment for visitors and volunteers, while at the same time keeping the schools safe and secure. Toward that end the following procedures must be followed:

All visitors are required to have a pre-arranged appointment or volunteer schedule in order to speak to school staff or faculty during the school day. In the event of an urgent situation, the Principal or Assistant Principal may be available to speak with a parent/guardian without a prior appointment, but this is not always possible.

Doors to the school must remain locked at all times and all visitors (including parents, guardians and volunteers) must be 'buzzed' in from the Main Office before entering the building. **PLEASE DO NOT LET ANYONE IN BEHIND YOU AS YOU ENTER.** Kindly let the person behind you know that the office has to buzz everyone in individually. Should the doors be unlocked (such as during the dismissal or arrival process), all of these procedures still apply.

All visitors need to obtain a Visitor Badge via the Raptor System (visitor management software) in the Main Office. In order to obtain a badge, all visitors must present a current state issued ID to scan into the system. This badge must be worn and visible at all times during the visit. Upon conclusion of the visit, the visitor must report to the Main Office to sign out and immediately proceed through the exit.

School officials have the authority to call a law enforcement officer if any individual violates this policy or does not leave School premises when requested to do so. The Principal or his/her designee has the authority to prohibit the entry of any disruptive visitor to the School premises.