

## **St. John the Baptist Catholic School Visitation Policy**

**For student safety purposes, we will require all visitors to comply with our visitation policy.**

**The policy states:**

- 1. Visitors will report to the office upon arrival.**
- 2. Visitors must sign the check-in log.**

**Please note the space for check-in time.**

- 3. Visitors will report to the specified classroom at the scheduled time.**
- 4. Please knock to notify the teacher that you have arrived.**
- 5. The teacher will provide you with a designated seating area.**
- 6. You must remain in this area during the course of your stay, unless directed by the teacher to do other wise.**
- 7. Inappropriate physical contact, as deemed so by the teacher is not allowed.**
- 8. During recess or out of classroom activities, the visitor is to remain with the teacher.**
- 9. Visitors are to use the bathroom located in the teachers' lounge.**
- 10. All visitors must sign the check-out log before departing.**

**Please note the space for check-out time.**

- 11. Visitors are to leave the school building within five (5) minutes of signing out.**

**Thank you for helping to keep our school a safe place for your children.**