

Today's Fresh Start Charter School

Procedures for Visitors to Enter and Leave Campus

- 1. All visitors must enter through the Front Office**
- 2. Before entering campus, beyond front office, visitors must sign Visitor Log**
- 3. Visitors must state the purpose of their visit to office staff**
- 4. All visitors must present a valid photo ID. If visitor is visiting a student, visitor's name must be listed on the emergency card**
- 5. A photo copy is made of the photo ID**
- 6. The visitor receives a pass that must be worn while on campus**
- 7. The visitor is then escorted by a staff member to the appropriate classroom or office**
- 8. In the event that the visitor is a social worker, police officer, etc., an administrator is contacted in order to assist them. All professional personnel must sign in using the Professional Sign in form.**
- 9. At the conclusion of the visit, all visitors must exit through the Front office, sign out on the Visitor Log, and return the pass to office staff.**