

White Pine School Visitor Policy

Parents are always welcome at White Pine School. It is suggested that an appointment be made through the school office to see a teacher or visit a classroom. The school policy is to accept only those visitors who have legitimate business at the school.

All visitors must report to the main office for a pass. Issuance will be at the discretion of the administration. Visitor passes will not be issued during exams or any other time which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor pass any time he feels it is in the best interest of the school.

Visitor Guidelines

- Report to the main office to sign in and receive a pass.
- Display the pass while in the building.
- Any person on school grounds at any time without written permission is trespassing and is subject to arrest by local authorities.
- Return your visitor pass and inform the office you are leaving.

Office Staff Guidelines

- Have visitor complete sign-in form, which includes the following information: date, time, destination, and visitor's signature.
- Issue a visitor pass and ask visitor to display the pass while in the building.

Faculty/Staff Guidelines

- Any person in the building or on school grounds at any time who does not have a visitor pass should be escorted to the office by a staff member immediately.
- Concern about any visitor should be reported to the office immediately.