



Cornerstone Prep Elementary School
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Cornerstone Prep School
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Visitor Policy

It is the Policy of Cornerstone Prep School to encourage parents and other concerned individuals to visit and participate in school activities. However, in order to safeguard the health and safety of students, Cornerstone Prep School has approved the following regarding visits to the school:

1. DEFINITION OF VISITOR:

A visitor is defined as any person in the school facility who is not a school employee or Approved School Volunteer. Parents and relatives of students are considered visitors for purposes of this Policy.

2. APPOINTMENTS ARE NECESSARY:

All visitors must have an appointment to visit the school during school hours. Only in the event of an emergency shall a parent be admitted to the school without an appointment. Appointments may be scheduled by calling the Principal at the numbers listed above for each site.

3. ACCESS TO CLASSROOMS:

All visitors shall be escorted while in the school building. No visitor shall, at any time, be left alone with a child.

Parents and other visitors shall have access only to those classrooms that the Principal has approved. At no time will Visitors be permitted to visit other classrooms or wonder through the school. Visitors not in their approved classrooms will be asked to leave the school immediately and they will not be permitted future visits to the school.

4. ACCESS TO STUDENTS:

Visitors shall have access to students only while they are accompanied by an employee of the school.

Visitors are not permitted to interfere with school activities and shall not attempt to instruct or discipline students.

Visitors, including parents, are not permitted physical contact with a student or staff member.

Cornerstone Prep School, Visitor Policy, page 2.

5. SIGNING IN AND SIGNING OUT:

All visitors shall sign in and sign out on the form provided by school office.

6. NAME BADGES:

All visitors shall wear name badges at all times while in the school. Name badges will be issued by the school administration upon signing in. Please turn in your name badge upon leaving the school building.

7. VISITOR ATTIRE:

To maintain the emphasis on student uniform policy, visitors are to dress in a professional manner while visiting the school. Visitors are not permitted to wear inappropriate clothing while at the school. Inappropriate clothing is defined as exposing an excessive amount of skin and as having slogans or advertising for alcohol, tobacco, or other illegal activity. The Principal shall have the right to remove any visitor they believe, in their sole judgment, are wearing inappropriate clothing at the school.

8. VISITORS WHO VIOLATE THIS POLICY:

Any visitor who, in the sole judgment of the Principal, is in violation of any part of this policy may be removed from the school facility and denied future visits.