



SCHOOL VISITORS PROCEDURES

1. Explore Knowledge Academy welcomes and encourages visits to the school by parents, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls:
 - a. All Visitors must sign in at the front desk. Sign in log will contain at a minimum: name, date, time and purpose of the visit.
 - b. All visits must be coordinated and approved either by administration or the advisor/staff member that is being visited.
 - c. Visitors must surrender proper identification upon request.
 - d. A background check may be performed on all visitors to the campus.
 2. The administration has the authority to prohibit the entry of any person to a facility or to expel any person when there is a reason to believe the presence of such person would be detrimental or contrary to the good order of the facility. If such an individual refuses to leave the area or creates a disturbance, the administration is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.
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