

## **Code H5**

**Date Warned: 11/17/2008**

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**Date Reviewed: 4/8/2014**

**Date Revised: 4/8/2014**

### **DOVER SCHOOL DISTRICT**

#### **Board Policy**

#### **VISITATION POLICY**

##### **Policy**

Purpose: It is the responsibility of The Dover School Board/Administration to insure the safety of the children under their care. It is also the Board's/Administration's responsibility to know all those who may be in the school's facility in the event of an emergency. The Board/Administration also weighs the practicality of certain school policies during certain school functions.

Policy: All visitors MUST sign in at the front door upon entering the building and sign out upon leaving the building.

Definition: Visitor is defined as all persons other than "on-duty" Dover School employees and students currently enrolled in The Dover School.

When to sign in: If spending more time than it takes to just drop off your child, please sign in.

When not to sign in: During school board meetings and during school evening functions, and morning sing.

Enforcement: If anyone finds a visitor who has not signed in, remind them of the policy, ask that they sign in, and notify the Administrator/Designee. If they refuse, and in the opinion of the Administrator/Designee they pose a cause for concern, call the authorities.