


HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Administration/Board	AB19-0801
	Visitor Identification	ADOPTED DATE: August 20, 2019 REVIEWED DATE: REVISED DATE:

Due to the ever-increasing demands to keep students safe while in school, all employees of and visitors to the Howard Gardner Multiple Intelligence Charter School (HGMICS) must comply with the School’s visitor protocol. Visitors include parents/guardians, service providers, citizens, invited speakers, salespersons, news media representatives, students not enrolled in school, observers from colleges and universities, volunteers, and business partners.

Visitors must enter through the main door (under the canopy) and will not be permitted inside the school without approval of school administration. Visitors must announce the purpose of their visit. Visits to classrooms during the regular school hours are not permitted without prior administrative approval.

Visitors must present valid, government-issued photo identification. Once approved, the visitor must sign the visitor log and is issued a visitor’s badge. The visitor’s badge must be worn at all times while on school property. Visitors are escorted to and from their destination. When the approved business is complete, the visitor is expected to report back to the main office, sign out, and return the visitor badge prior to exiting the building.

HGMICS reserves the right to screen any person attempting to gain entry into the building. Such screenings may include a search of packages and belongings, the use of metal detection equipment, and a search of state and/or federal criminal databases, sex offender registries. HGMIC reserves the right to refuse any person entry onto school property and buildings.

HGMICS wishes to properly welcome identified visitors to our school and classrooms. If an unfamiliar person is in the building without appropriate identification, please ask if you may help him/her and then direct or escort the individual to the Main Office. If the person refuses, contact an administrator immediately and attempt to watch where the individual goes. Do not confront the person on your own.