



Campus Visitor Procedure

In an effort to maintain a safe and secure campus for our students, as well as our employees, the school asks members of the community to help observe a campus visitor policy. While we strive to promote a warm and welcoming environment, we feel that the benefits of this policy are in the best interests of our students and staff, while being only a minimal inconvenience to visitors.

- A visitor is anyone not enrolled or employed at the school.
- During normal school hours (8am-4pm), **all visitors** moving outside the administration/office area should:
 - sign-in at the front desk, (employees can “pre-sign-in” visitors, e.g., for tours)
 - wear a St. Michael’s visitor’s tag with their name on it while on campus, and
 - sign-out and return tag when leaving campus.
- An exception is provided to service personnel listed on the visitor exception list located in the office and updated copies provided to all faculty & staff.
 - Examples would include Clyde the milk delivery person, contractor Bruce Dickerson, lunch coordinator Susan Hayes, etc.
- Visitors attending community events (e.g., a play or an arts/athletic performance) do not need to sign-in since faculty, staff, and students are aware that visitors will be on campus.
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- **Faculty and staff** are being trained to address any visitor not wearing a tag outside of the administration area.
 - People known to the faculty/staff member may simply be asked to return to the office for a tag.
 - People not known by the faculty/staff should be escorted to the office by a faculty/staff member.
 - How to deal with push back from either
- **Students** will be “trained” to consider visitors they do not know and who are not wearing a St/ Michael’s visitor’s tag as “strangers.”
- On the Bon Air Campus, the Church will post a sign, provided by the school, asking visitors to the school to sign in at the school office. The Church will not sign-in school visitors because coverage at the Church entrance is too sporadic.