

**SPECTRUM CHARTER SCHOOL  
Board of Trustees Policy**

**SCHOOL VISITORS POLICY**

1. Purpose
  - 1.1 The term visitor shall include all who are not employees, students or contractors of the Spectrum Charter School ("Charter School"). The Charter School welcomes all visitors, including parents and others who have legitimate purpose to be at the Charter School and do not interfere with instruction.
  - 1.2 The Chief Executive Officer has the right to refuse admission to the Charter School for any excessive number or disruptive visitors, those who fail to make advance arrangements, or whose presence conflicts with other Charter School activities.
  - 1.3 Visitors shall not go directly to classrooms or interrupt staff members in the performance of duties. All visitors must sign in and out of the building and carry a visitor's pass or identification badge. If such visitors do not have current state and federal criminal and state child abuse clearances on file at the Charter School, visitors must be accompanied by a staff member at all times if during Charter School hours or if students are in the Charter School facility. Charter School staff who observe visitors without proper identification or without a Charter School staff escort shall report it immediately to the Charter School's office.
  - 1.4 Visitors are prohibited from carrying weapons into the Charter School building. Only on duty law enforcement officers are permitted to carry their weapon in the building.
  - 1.5 Visitors (including Parents and Guardians) must comply with the following conditions:
    - a. No excessive harassing emails
    - b. No "foul" language on school grounds directed or indirectly toward staff, faculty, students or other visitors

- c. Under no circumstances will a visitor, including a parent address any child, including their own child, staff, faculty, employees, contractors, other parents or other students in an aggressive manner
- d. No entering classrooms without prior clearance from the Office

1.6 STAFF PROCEDURES:


- a. Faculty and staff are to report any incident to the Chief Executive Officer immediately.
- b. Administration will complete a written incident report, if necessary


1.7. ADMINISTRATIVE PROCEDURES

- a. If necessary, an administrator will ask the visitor to leave the facility;
- b. If the visitor is non-cooperative, administration will call the Monroeville Polic Department or necessary authorities;
- c. The CEO shall follow up with Board of Trustees regarding the severity of the incident;
- d. The CEO will issue a letter explaining the possible loss of privilege for entry on to school premises
- e. Upon repeated offenses, or at the discretion of the Chief Executive Officer, unacceptable conduct will result in the visitor being barred from future entry on to school premises.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this 18 day of February, 2025

  
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President

  
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Secretary