



## **VISITORS**

### **PARENTS**

The Genius School prides itself on having an “Open Door” policy. We encourage visitors in our building, however school safety is of utmost importance. If a parent wishes to visit the school to meet with a teacher or visit a classroom, this must be scheduled in advance with the teacher and approval of school administration.. During standardized and benchmark testing, parents will not be permitted to visit classrooms or hallways.

To ensure the safety of our scholars, any scholar not enrolled at THE GENIUS SCHOOL will not be allowed to wait at The Genius School unattended. Please make arrangements for your child to wait for pick up at their designated school. All minor children that are not enrolled at The Genius School must always be accompanied and supervised by an adult.

Parents/guardians and other approved adults are strongly encouraged to visit. Upon arrival, all visitors must report to the main office and sign in using the designated Entry and Exit System. A GENIUS SCHOOL staff member will accompany/guide visitors to their destination. All visitors must have a badge that is visible at all times while on THE GENIUS SCHOOL premises. All visits to the school beyond stopping the main office to take care of a specific situation, must be pre-scheduled with the teacher and/or school leadership.

Visitors are welcome in the classroom; however, they may not talk to the teacher in depth while observing the class. In the event a conference needs to be held, please reach out to your scholar’s teacher or administration to set a scheduled time.

### **ALL OTHER VISITORS**

All persons visiting The Genius School and will access any area outside of the main office are required to report to the main office upon arrival and sign in. All visitors must have a visitors’ badge or respective company credentials that are visible at all times while on THE GENIUS SCHOOL premises. Any visitor that will be working directly with students are subject to a background screening conducted by THE GENIUS SCHOOL. Certain persons or agencies may be granted exclusion from this policy due to the nature of their visit (i.e., 3<sup>rd</sup> party vendors providing wrap-around services where their organization has already performed a background screening, guest/substitute teachers, CPS/DCS caseworkers, Marion County CASA advocates, law enforcement officers, or visiting nurses or health department employees performing services).