

**POLICY # 0207 - Admin - RCHS Sign in Policy**

<p><b>RCHS SIGN IN POLICY</b></p> <p><b>Redeemer Christian High School</b> <b>Community for Christian Learning</b></p>
--

**Subject:** Sign in Policy for Visitors and Volunteers to the School

**Purpose of Policy:** To respond to the concern raised in the School Security Review (February 2005) Access Control #6  
To clarify the procedures for visitors to the school

**Applies to:** Administration and Visitors to the School  
In this Policy Visitors will be all people who are not students and paid staff

**Owner:** Principal

**Date of Board Approval:** December 11, 2008

**To be Reviewed Prior to:** December 2010

**Applicable / Attached Forms:** YES \_\_\_\_\_ NO \_\_\_\_\_

<b>Reason for policy update</b>	<b>Date</b>	<b>Status</b>
Revised as per Board meeting	December 11, 2008	Approved

# Redeemer Christian High School - Sign In Policy

## A. Non-Student Visitors

### Rationale

To address the security of students and staff

### Procedure

1. Applies to visitors, volunteers and service personnel.
2. Does not apply to delivery personnel and parents who pick up or drop off students and who are inside the school briefly.
3. During school hours visitors must be accompanied by a staff member at all times or report to the office upon entering the school.
4. At the office they will sign the "Sign in Sheet" and pick up a nametag, which will be worn and returned to the office when they sign out and leave the school.
5. Unaccompanied visitors without identifying nametags will be approached by any staff member and escorted to the office to sign in and receive a nametag. If they decline, they will be escorted off the property by staff or the police will be called if deemed necessary to remove unwelcome visitors from the property.

## B. Student Visitors

### Rationale

1. Visitors normally come for social reasons and are not responsible for the work being done in the classroom.
2. By extension, visitors in class or during spares present a distraction that does nothing to augment the learning environment.
3. Students in grades ten through twelve who wish to socialize with visitor friends in Activity Block are invited to engage in that activity off school grounds. Grade nines must remain on the grounds and during Activity Block will not have visitors.

### Procedure

Visitors will be given access to the building and grounds if:

1. A Redeemer student requests from the Principal, at least two days in advance, that a visit be approved,
2. The Principal approves the visit,
3. The Redeemer student agrees to be responsible for the conduct of the visitor,
4. The Redeemer student informs the visitor of proper attire,
5. The visit is for lunch time only,

6. The visitor reports to the office and signs in,
7. The visitor wears an id tag supplied at the office,
8. Nametags will be returned when signing out.

Visitors will be asked to leave the building and grounds if:

1. Their conduct reflects the undesirable behaviour types listed in the RCHS Discipline Policy,
2. Attire is nonconforming to the RCHS dress code.

## **C. Redeemer Students**

### **Rationale**

1. To ensure all students are accounted for in the event of an emergency.

### **Procedure**

1. Late arrivals will sign in
2. Students who sign in and remain for the duration of the day do not sign out.
3. Students who leave the grounds will sign out and upon their return sign in.

*<This page purposely left blank.>*