



# STEM ACADEMY VISITOR POLICY

Upon entering campus, all visitors shall sign in at the designated area and proceed to the main office.

Complete a visitor's permit, sign-in at the Main Office and obtain the principal/designee's approval before proceeding to the classroom

Request an appointment for a visitation date and time from the office staff after entering the school office.

Determine the classroom activity you are observing and keep the classroom observation time and frequency reasonable.

If needed, schedule an appointment with the teacher(s) and/or principal/designee of their visit by contacting the Main Office

Before leaving campus, return the visitor's permit to the Main Office

While in a classroom, enter and leave as quietly as possible, do not converse with students, teachers, instructional assistants and do not interfere with any school activity.