

## **WIHS Visitor Policy 2022-23**

### **Current Staff Handbook 22-23:**

#### **7.1 Visitor Policy**

*In order to provide a secure work environment for employees and to minimize any disruption from the performance of your job, please inform other staff of any expected visitor. To ensure the safety and comfort of your guest, please make sure that the individual is appropriately greeted and escorted when visiting our facility.*

*Visitors will sign in and log their time at the School. Once they have signed in, visitors and volunteers can take a name badge and proceed to their assignment.*

#### **Secure Campus**

*For prevention of an armed person entering the campus, the doors are to remain locked at all times. Before opening the back door, confirm the identity and/or safety of the person who is wanting to enter.*

### **Current in Parent Handbook 22-23:**

#### **Visitor Policy**

*Parents are welcome and encouraged to visit Whatcom Intergenerational High School at any time during the school year. All visitors are required to report to the Main Office upon entering the building. Upon reporting to the front office, each visitor will sign in and receive a visitor's badge or sticker. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.*