

Vanderbilt Area School

Visitor Pass Procedures

To insure a safe and orderly environment for students, all non VAS students, parents, guardians, board members and other adult personnel not employed directly by the District must sign in and receive permission to enter the school. When approval is granted a visitor pass will be given per the following process:

1. Non student/personnel sign in at the office upon their visit.
2. Non student/personnel wear the provided pass while in the building.
3. Upon leaving the building the non student/personnel signs out and returns their pass.

Visitor passes **WILL** only be given for:

- **PREARRANGED** *volunteer parent for a classroom
- **PREARRANGED** class sponsor or coach visit for meetings
- **PREARRANGED** parent visit for a meeting
- **PREARRANGED** maintenance workers

Visitor pass **WILL NOT** be given for things like, but not limited to:

- Delivering items to students
- Walking students to class
- Pulling students out of class for messages
- Taking snacks/treats to rooms

Volunteers will need to complete a volunteer form and have approval from the superintendent **BEFORE entering classrooms or going on field trips.*

Vanderbilt Area School appreciates your cooperation in keeping our school safe!