



## Visitor Policy – Pivot Charter Schools

Effective Date: 2.27.25

### Purpose:

To enhance campus security and ensure a safe learning environment for all students and staff.

### Policy Statement:

Pivot Charter Schools will restrict visitor access on campus during instructional hours from **8:00 AM to 1:00 PM**. **Exceptions will be made for pre-arranged family meetings following the guidelines outlined below. We still very much encourage face-to-face** meetings with families.

### Procedures:

1. Visitors are **not permitted** on campus between 8:00 AM - 1:00 PM, except for scheduled family meetings.
2. If a teacher must schedule a meeting with a family during this time, they must:
  - Notify the site coordinator/front office in advance.
  - Personally meet the family at the door and escort them inside.
3. The site coordinator/front office staff **is not responsible** for determining visitor access during restricted hours.
4. A notice will be posted at all entrances, including contact details and a QR code for visitors to schedule appointments outside restricted hours.

### Enforcement:

Staff members are expected to comply with this policy to maintain school security. Any questions or concerns should be directed to the Executive Director.

Thank you for your cooperation in keeping our school safe and secure.