

Procedures When Entering Franklin Elementary Campus

- Office staff will ask you why you are here
- You must have an appointment with the teacher or be a scheduled volunteer
- The office will call the teacher to notify them of your arrival
- Be aware that visits or observations are not permitted without an administrator present, are no more than 20 minutes, and must be scheduled ahead of time with the teacher and administrators
- Write your name, date, and reason for visit clearly on the sign-in log
- Take a visitors badge and place it in a visible location on your body
 - Students have been taught to let a teacher know if they see someone without a badge
 - If you see someone without a badge (all staff wear a badge as well) immediately let the office know
- The office will buzz you in
- When you leave campus be sure to sign out (The office needs to know of your location in case of emergency.)
- Even if the office knows you, you will still need to follow these procedures for the safety of the campus.

Thank you for your assistance in helping to keep our campus safe.