



EVCS Visitor Policy 2022-2023

EVCS is so excited that we will once again be able to open our doors to welcome visitors into our facilities. At EVCS, teachers and staff pride ourselves on the relationships we build with our families by allowing them to participate in their child's classroom, to meet the teachers and fellow students, and engage in their child's learning environment.

To ensure the safety and continued health of our community, we have developed some guidelines we wish to share. Our visitor policy may be subject to some changes throughout the school year. Should this be the case, the school community will be notified.

In order to gain entry to either EVCS Hertel or EVCS Days Park, all visitors must adhere to the following procedures.

1. All visitors are to access the school via the Main Office and must show identification.
2. All visitors must be scheduled in advance. **Unscheduled visitors** may be required to schedule a subsequent appointment to enter the building at a later time.
3. Upon arrival, all visitors must SIGN-IN at the main office. Once admitted to the lobby, visitors will use the provided iPad, or access the Visitor Sign-In form on their own device using the link below.
 - [Days Park Visitor Sign In](#)
 - [Hertel Visitor Sign In](#)
4. All visitors must display a visitor badge and be accompanied by a staff member when inside the school building.
5. All visitors and guests are expected to adhere to the EVCS conduct expectations, contained in our Code of Conduct.



6. As visitors exit, they must do so from the main entrance and confirm with the main office staff that they are leaving the school.

Delivery/Couriers: Instructions will be posted at the main entry of each building to communicate how/where the main office will receive packaging.

- Deliveries requiring access to the building/lobby will not require the delivery person to complete the visitor sign-in unless they plan to be in the building for an extended period of time. Doors may not be propped open if unattended at any time.
- If the delivery requires a specific set-up or demands that the delivery staff be in the building for a longer period of time, the delivery person will be required to complete the visitor steps listed above. They will be accompanied by our maintenance staff when in the building.

Contractors, Vendors & Mandated Visitors: Will be allowed entry to campus buildings only after completing all visitor steps listed above. This group includes, but is not limited to, construction workers, plumbers, HVAC workers, Child Protective Services, and student service providers. These individuals should be accompanied by the individual they are scheduled to meet.

School Community/Parents:

- All adults/guardians/guests are expected to follow the visitor guidelines outlined above.
- Parents/Guardians of Sick Children: Please remain outside the school building. Utilize the call buzzer at the main entrance or call the main office to let us know you are here. Students who are sick will be walked by an EVCS nurse or staff member to the parent outside and the parent will sign off that they have picked up their child on School Dismissal Manager.
- Late Arrivals: Any adult dropping off children after the standard arrival time should use the call buzzer at the main entrance to notify us of your arrival and someone from the office will assist you (excused late arrivals can be reported in the School Dismissal Manager system). Any doctor or excuse notes, can be given to our office staff, or can be uploaded to our Health Portal.
- Drop-offs: Family Members dropping off school materials, birthday treats, instruments, lunches, etc. will also remain outside and access the main entrance buzzer for assistance from a staff member.



- Early Pick-Ups: Parents/Guardians arriving to pick-up children early should schedule the early dismissal in School Dismissal Manager and should avoid arriving near our standard dismissal window (prior to 2:30PM is preferable). Upon arrival, buzz the main office to notify us of your arrival and your child will be released to you outside the main entrance.