



Visitor Code of Conduct

Welcome to Promise Academy!

We are delighted to have visitors in our school community. To ensure a safe, respectful, and positive environment for our students, staff, and guests, we ask that all visitors adhere to the following code of conduct:

1. Check-In Procedures

Sign In: Upon arrival, visitors must sign in at the main office and may be required to submit identification.

Visitor Badge: Please wear the visitor badge provided during the entirety of your visit.

Sign Out: Remember to sign out at the office before leaving the school premises and return the visitor badge.

2. Respect for the Learning Environment

Quiet Zones: Please maintain a peaceful and respectful demeanor in classrooms, hallways, and other learning areas.

No Disruptions: Avoid interrupting classes or engaging students in conversations during instructional time.

Staff Instructions: All visitors must abide by staff instructions and ask for clarification if necessary.

3. Respectful Interactions

Positive Language: Use kind and respectful language when speaking with students, staff, and other visitors.

Conflict Resolution: If you encounter any issues, please report them to a staff member rather than attempting to resolve them yourself.

4. Safety and Security

Emergency Procedures: Familiarize yourself with the school's emergency procedures and follow staff instructions during any emergency.

Restricted Areas: Stay within designated visitor areas and avoid entering staff-only zones.

5. Privacy and Confidentiality

Student Privacy: Respect the privacy of our students. Do not take photos or videos of students without permission from the school administration.

Confidential Information: Any information about students or staff you encounter should remain confidential.

6. Health and Hygiene

Health Protocols: Follow all health and safety protocols, including any guidelines related to illnesses and hygiene practices.

Stay Home if Unwell: If you feel unwell or have been exposed to contagious diseases, please postpone your visit.

7. Dress Code

Appropriate Attire: Dress in a manner that is respectful and appropriate for a school setting.

8. Personal Belongings

Responsibility: Always keep personal belongings with you. The school is not responsible for lost or stolen items.

9. Prohibited Items

No Weapons or Contraband: Weapons, illegal substances, and other prohibited items are prohibited on school property.

No Smoking or Vaping: Smoking, vaping, and tobacco products are prohibited on school grounds.

Alcohol: Alcohol is prohibited on school grounds.

10. Cooperation with Staff

Follow Directions: Please comply with any requests or instructions from school staff.

Volunteering: Please complete the necessary forms and background checks through the main office if you wish to volunteer

Violation of this code of conduct endangers the safety of students and their right to an education. Visitors not abiding by these guidelines may be barred from the building and/or prevented from participating in future volunteer opportunities.

We appreciate your cooperation and understanding. We work hard to create a safe and nurturing environment for our children to learn and grow. Thank you for visiting Promise Academy!

Promise Academy Administration

901-324-4456

www.promiseacademy.com