

Visitor Policy

At GMSEI, our students' and staff's safety and well-being come first. Parents/guardians, whenever you enter the building, please report immediately to the main office. Photo identification is needed to enter the building. You will be asked to sign the visitor log as well as run your identification through our Raptor Visitor Management System. Please note: If you report to a classroom without a visitor's pass, you will be asked to return to the office and obtain a pass. If necessary, please make sure updated custody information is on file in the main office.

- Please ring the bell and the office staff will buzz you in. All visitors must enter through the main entrance and proceed directly to the GMSEI Main Office located on the second floor. Once in the office, ALL visitors must present a current State ID or Drivers License, sign in, and obtain a visitor's pass. Please note that we use the Raptor system for all guests at GMSEI. This system screens and tracks everyone coming into our school. The Raptor screens for sex offenders and alerts staff of custody violations. The Raptor system will print out a visitor's pass. The visitor's pass must be worn at all times and be visible.
- If you want to visit your child's classroom, please discuss that with your child's teacher in advance to ensure the visit does not interfere with the educational process. Unannounced visits are seen as a disruption to the educational process, and you will not be able to visit your child's classroom unless you have made an appointment with their teacher. Individual conferences are encouraged when scheduled. Our doors are always open to visitors when they are scheduled in advance or are not interfering with the educational process.

Visitor Hours

Visitor hours are from 9:00 AM to 3:00 PM daily. Parents/guardians and visitors will not be granted entry into the building after 3:00 PM. Students will *NOT BE RELEASED* after 3:00 PM in order to not disrupt the educational process. This policy will be strictly enforced. The school doors will NOT be opened after 3:00 PM. The learning and safety of our students is our number one priority.

All visitors must make an appointment with staff. The following are approved reasons for visiting.

- Prearranged Classroom Visit with a Teacher
- Prearranged Staff Conference

Metal Detectors

Metal detectors will be used as students, parents, and visitors enter into the school each and every day. Students, parents, and visitors will be asked to place all belongings on the table before walking through the detector. Your cooperation and understanding is greatly appreciated.

Adult Expectations

We as adults are the #1 role model for all of the students at Garrett Morgan High School. All adults in the building are to set an example at all times for our students. Profanity, disrespect, etc. will not be tolerated from adults at Garrett Morgan High School, and may result in temporary or permanent ban from the building. Appropriate attire is required for parents and caregivers visiting the school as well.

