**VISITORS POLICY – ADMINISTRATIVE GUIDELINES**

**Adults/not Parents of Resident Students**

School staff members’ time should not be occupied responding to non-parent adult visitors or potential students, except under rare and carefully controlled circumstances.

1. We do not provide tours of schools or meetings with principals for parents of potential residents or potential tuition students during school hours.
2. Because of the need for security at all of our schools, we do not encourage visitors to enter school or walk around during school hours.

**Parents of Current Students**

We orient parents through many means, including written communications, and Back to School Nights. We hold special parents’ meetings at transition points into elementary, middle school and high school.

**VISITOR POLICY**

**Former Students**

While TCCA understands that periodically throughout the school year graduates will want to return to see former teachers and mentors, the following practices should be followed to ensure the continuity of learning and an educational environment free from distraction.

1. Former students may visit school after the school day has ended.
2. Former students may enter the building after the final bell has rung for the day.
3. Former students visiting individual teachers or other faculty members should contact those staff members prior to their visit.
4. Former students returning shall maintain the decorum as prescribed by the student handbook and be respectful of current students and staff.