

PROCEDURES FOR SCHOOL BUILDING VISITORS

1. All visitors must report to the School's main office immediately upon entering the school building.
2. Visitors must indicate the purpose of their visit.
3. The visitor must not seek out a teacher before establishing contact with the Principal of the school and justifying the reason for teacher visit.
4. All public officials, be they elected or appointed, will call the Superintendent of Schools requesting admittance to a particular school building.
5. Visitors must be escorted to their destinations through the building by the principal or designee of the school whether for business, maintenance, representatives of various organizations or a parent designated contact with a member of the teaching staff.

If during a visitation, it appears to be a problem about to rise, the Superintendent's Office is to be notified immediately.

All doors of all school buildings are to be kept locked at all times.

ADOPTED: 12/14/1989

AMENDED: second read: 8/8/2013

AMENDED: first read: 9/18/2014

AMENDED: second read: 10/09/14

AMENDED: 1st and 2nd read 10/22/15

ADOPTED: 11/5/15