

VISITORS TO THE SCHOOLS

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussion of a particular problem shall do so only at a time when it does not interrupt the normal school program. Person wishing to make such arrangements may do so by securing any appointment with the teacher through the office of the Principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit.

First Reading: April 7, 2011

Second Reading: April 28, 2011

Adopted: April 28, 2011