Procedures for Visitors - District-Wide

- Visitors are required to report directly to the school office upon entering the building.

- Each visitor shall enter his or her name, the purpose of his or her visit, and the time of entrance into the logbook.

- Visitors will be issued an identification badge that must be worn and visible.

- Permission to proceed to a classroom must be sought from the building administrator or designee.

- Requests to visit a classroom should be made at least two days in advance of the intended visit.

- Should the intended visit interfere with the planned instructional program, the principal will so advise the visitor and suggest another time for the visit.

- Visitors must verbalize their intended destination to school office personnel. Office personnel will then contact the classroom teacher.

- Visitors will wait in the front entrance until permission is given to proceed to the classroom.

- Visitors will report back to the main office, sign out, return the badge, and proceed directly out of the building.

As per:
Policy 9150- School Visitors
Reg. R9150- School Visitors
Policy 7440- Security of School Premises
Reg. R7440- School Security