

VISITORS TO THE SCHOOLS

All building visitors must report to the school office. A visitor is a person not employed by the school district or not enrolled in the school which he/she is visiting. Authorized visitors will be issued a visitor's pass by the Principal or a designated representative at the school office.

For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a visitors log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.

Any person on school property who is not registered with the school office and/or is illegally on school property and who refuses to leave when requested by an authorized official of the school district may be ejected from the premises. A school official shall, if the need arises, seek the assistance of any law enforcement agency.

Classroom observations occur by appointment only.

Any student who wishes to have a visitor in school MUST ask permission of the Principal 24 HOURS in advance of the proposed visit. If permission is granted, the visitor is expected to follow the standards of behavior expected of all students. Upon arrival the visitor must register in the office. Any visitor who fails to comply with student regulations will be asked to leave the school building and grounds immediately.