

PROCEDURES FOR SCHOOL BUILDING VISITORS

1. All visitors must report to the Principals 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 reason for teacher visit.
4. All public officials, be they elected or appointed, should 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 of the school whether for business, maintenance, representatives of various organizations or a parent desiring contact with a member of the teacher staff.
6. Principals are to report to the Superintendent's office request that are made by elected or appointed officials. No request are to be acted upon unless prior approval has been through contact with the Superintendent of Schools.

If , during a visitation, there appears to be a problem about to arise, please notify the Superintendent's Office immediately.

All Doors to all schools buildings are to be kept locked at all times.

Adopted: December 14, 1989