

**VISITORS TO THE SCHOOLS**

All persons, other than staff and students enrolled in the school, who come to the school for any reason during the school day are considered visitors. As such, they must report and sign in at the school office. Each person visiting a school shall wear a visitor's badge. No person shall visit a school without first reporting the purpose and place of the visit to the office of the building administrator.

Employees of the school system, who are itinerant staff such as special education coordinators or central office staff, are to advise the building administrator or secretary that they are in the building.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangement may do so by securing an appointment with the teacher through the office of the building administrator or by direct contact with the teacher.

Adopted 2001

