

SCHOOL VISITORS

1. All visitors and guests are required to register at the school office.
2. A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or guardian or a person authorized to act on the behalf of a parent or guardian in writing. Students are released from the building only through the office.
3. Loitering on school property or in the school building is prohibited. Unauthorized persons are subject to trespass laws.
4. No visitor may confer with a student in school without the approval of the principal or designee. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting. Regulations regarding visitor protocol will be posted in each building.
5. This policy does not apply to parents when they have been invited to a classroom or building program.
6. Persons wishing to observe classroom instruction shall obtain permission from the appropriate building principal(s).
7. Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present suggests that s/he intends or is likely to become disruptive, may be requested to leave the premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.
8. At no time shall a staff member transact business with a person in the school who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

Adopted 1/27/97
Reviewed 6/27/05
Reviewed 7/2/2012