

Visitor Procedures

All visitors to our schools during the school day are required to follow the district's visitor procedures. Please take time to review the visitation procedures.

- Upon arrival at the school building, all visitors must register in the building office before proceeding to any other part of the building.
- As part of the registration process in the front office, all visitors will be asked to sign the visitor book.
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the building office and sign out on the Visitor Book.

The District reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.