

CHAPTER: Community Relations

TITLE: Visitors to School

In order to assure the safety of students and staff in our schools all buildings will remained locked from ingress during the daily school hours of operation. Visitors to the building must appear at the main entrance, buzz for admittance to the building and the door will be unlocked for their entrance. Upon entering any school building, a visitor must report to the front office, sign the visitor's log and obtain a visitor's pass. This visitor's pass must be visibly displayed while in the building. The pass is only valid during the duration of the current visit to the school.

To avoid disruption of school activities, visitors need to make arrangements with the principal before visiting any school facility during instructional time. Staff members shall be informed when visitors will be coming to classrooms.

Reference: CCBOE

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