

### **Visitors to District Facilities**

The purpose of this regulation is to minimize the disruptions to all classrooms and to prevent unauthorized admittance to district facilities.

1. All visitors (parents, guests) will sign in and out at the office.
2. The secretary will issue badge name tags to visitors upon signing in. Visitors will return tags upon signing out.
3. Teachers and staff will ask visitors without name tags to sign in at the office.
4. The secretary will call students to the office (instead of parents going to classrooms).
5. If a parent requests a conference and/or observation, the secretary will notify the teacher concerned and the teacher will call the parent and set up the time for the conference and/or observation.