

ADMINISTRATIVE REGULATIONS
FOR VISITORS IN THE SCHOOL

All visitors shall report immediately to the principal's office.

The principal is authorized to refuse admittance to any individual or group when he/she believes it to be in the best interest of the school.

The principal is authorized to contact law enforcement officials when he/she decides that an individual or group is a threat to students, personnel or property.

Custodial and non-custodial parents will be given the same rights and privileges by the school. If a court order is on file with the school, it may limit the rights of either parent.

The staff work room is for employees use only. Vendors or representatives should not conduct formal or informal meetings or distribute information in the staff work room. The staff should feel that the staff work room is a private area.

It is the principal's decision whether to allow business and organizational conversations to be held during the school work day. The school work day (8 a.m. to 3:45 p.m.) should be protected.