

<b>Timberlane Regional School District</b>	<b>Policy Code: KI</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 08-08-91</b> <b>Revised: 10-05-95, 02-24-05,</b> <b>06-16-11, 06-06-24</b>	<b>Page 1 of 1</b>

## **VISITORS ON SCHOOL GROUNDS**

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during posted school hours are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a school employee for the purpose of discussing a particular problem and/or any other purpose shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by obtaining permission from the school Principal or designee.