

<p>Hampton School District Policy</p>	<p>Section: <u>K</u> Code: KI Title: Visitors to the Schools Category: R (Recommended) Page: 1 of 1</p>
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VISITORS TO THE SCHOOLS

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day, are considered visitors and must report and sign in at the school office, where they will receive a Visitor's Pass. The Visitor's Pass must be worn on the left shoulder while visiting the school or its grounds. 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 teacher for the purpose of discussing a particular problem 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 securing an appointment with the teacher through the office of the Principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit.

All visitors must sign out upon completion of the visit.

<p>Adopted: Reviewed: Revised: Cancellation:</p>	<p>DATE: October 12, 2010 Sept. 1, 2010 December 13, 2005 Replaces KK-R</p>
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