

**Visitors’ Policy**

All Visitors:

* Including contractors/vendors, are to come to the main office entrance window
* Must show valid ID, sign in to the visitors’ book
* Must wear a visitor’s badge while in the building
* Will NOT be permitted access to the building without a badge
* No one is to pass the second set of front doors without receiving a visitors’ badge from the main office
* Inside of the school NOT wearing a badge must be escorted to the main office

**Effective April 24, 2018**