

All persons visiting school property shall immediately report to the administrative office of such facility and subsequent movement by such visitors throughout school property shall be only that authorized by the facility administrator. At the close of each school day only those persons engaged in or as spectators to approved activities may have access to school facilities.

Each school administrator shall inform the night custodian for his or her building what activities and what personnel are authorized to be in the building after the close of the school day. Administrators and custodians shall refuse admittance by unauthorized persons.

Buildings secured for the night may be entered only by the members of central office staff, the administrator of such facility, Assistant Superintendent for Administration and such personnel as each of these may authorize for a specific date, time, and purpose.