

ADOPTED: July 1, 1993
REVIEWED: November 21, 2002
REVISED: September 15, 2016

VISITORS TO SCHOOLS

The Board believes that visits to the schools by parents, members of the community, and individual Board members can be a positive experience for all concerned. However, in order for such visits to have their greatest value, it is the Board's policy that:

- A. The term "visitor" shall apply to any person on school grounds or in the school buildings who is not an employee or student of the school unit.
- B. All visitors should call the school in advance to schedule visits to the school or with members of the school staff.
- C. When arriving at the school, all visitors must check in at the main office of the school.
- D. Visits to individual classrooms must be scheduled in advance with the school principal and special education director(s) when appropriate who will consult with the classroom teacher to select an appropriate time for the visit;
- E. In general, visits to classrooms should be to observe the class, not to interact with either the teacher or the students. Teachers and other staff may not use instructional time to discuss individual matters with visitors. Conferences with teachers or other members of the school staff will be arranged upon request; and
- F. Visits to the schools by individual Board members should be made in accordance with all the above, as well as the following provisions:
 - 1. Such visits should be for the purpose of becoming acquainted with school programs, personnel, operations, and facilities;
 - 2. Board members should refrain from giving directions or making evaluations of personnel or operating procedures during their visit; and

3. Board members who have children or grandchildren in the schools should endeavor to make clear during any school visits whether s/he is acting in an official capacity or as a parent.
- G. The building administrator/designee has the authority to refuse entry to the school grounds or buildings to persons who do not have legitimate, school related business and/or who may disrupt the operations of the schools. This may include, but is not limited to, the news media, businesses, fundraisers and other organizations seeking access to students and/or staff.
- H. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator. Unauthorized persons shall be directed to leave the premises immediately.

Note: It is understood that procedures may vary from school to school due to differing considerations such as the age of the students, the building layout and location.

Legal Reference: Title 20A MRSA Sec. 6804