

### **Visitors to the Schools**

The RSU 40 Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, Superintendent/designees will institute administrative procedures concerning visitors to the schools. Such procedures will be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines will be incorporated in all building level administrative procedures concerning visitors:

- A. The term “visitor” will apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors must report to and sign in at the main office upon arrival at the school. (This section will not apply to parents or citizens who have been invited to the school for an open house, performance or other planned school programs.)
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members, are expected to arrange such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual School Board members must follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Board duties.
- E. Visitors will comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation, of the school will be asked to leave the premises.
- F. The building principal/designee has the authority to refuse entry to 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 not be limited to, the news media, profit-making businesses, fundraisers, and other organizations seeking access to students and/or staff.

- G. School staff must report unauthorized persons on school grounds or in school buildings to the building principal/designee. Unauthorized persons will be directed to leave the premises immediately.
  
- H. The building principal/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Adopted: August 5, 2002

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