

VISITORS TO THE SCHOOL

NEPN/NSBA Code: KI

Regional School Unit 78 School 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, the Principal shall institute administrative procedures concerning visitors to the school. Such procedures shall be subject to the approval of the Superintendent.

The following general guidelines shall be incorporated in all procedures concerning visitors.

- A. The term “visitor” shall apply to any person on school grounds or in the school building who is not an employee or student of the school unit.
- B. All visitors shall report to the main office upon arrival at the school.
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members must schedule such visits with the staff in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors. At no time shall a visitor be allowed to be in a classroom for the purpose of teacher observation/evaluation.
- D. Individual board members shall 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 shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe the orderly operation of the school shall be asked to leave the premises.
- F. The 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 shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
- H. The building administrator/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.

Cross Reference: BCA – Board Member Code of Ethics
 JID – Students Leaving School Grounds During the School Day
 JLF - Reporting Child Abuse and Neglect
 KLG – Relations with Law Enforcement Agencies
 KM – Solicitation and Distribution of Materials

Adopted: March 14, 2006

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