KI - Visitors to the Schools

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The Board encourages parents and community members to visit the MSAD 35 schools to become better informed about the day to day operations of the schools and to observe the educational process and school activities.

The Board adopts this policy to provide reasonable access to classrooms, activities, and school functions while ensuring the safety of students and staff and avoiding disruption of the instructional program.

The Superintendent/designee will be responsible for developing administrative procedures consistent with the terms of this policy.

A “visitor” is any person who is not a student or staff member and who is able to provide a legitimate school-related reason for being present in a school building or on school grounds. Visits to the schools by members of the public or the Board shall not be for the purpose of evaluating teachers/coaches/advisors or curriculum, monitoring teaching methods, reviewing lesson plans, or interviewing school employees.

All visitors, including parents, school volunteers, substitute personnel, vendors, contracted service providers, Board members, and members of the public, shall report to the school’s main office upon arrival. This section does not apply to parents or others who have been invited to the school for an open house, performance, or other pre-planned activity.

Visitors who wish to observe a classroom or aspects of the educational program or to meet with a staff member shall be required to schedule their visit at least 24 hours in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.

Board members shall follow the same procedures as other visitors and also state whether they are visiting the schools for personal business or in connection with Board duties.

Visitors are prohibited from videotaping or otherwise electronically recording students or staff (including, but not limited to, audio recording). This does not apply to the recording of activities that are open to the public and not protected by copyright laws (e.g. graduation ceremonies, athletic contests).

Visitors shall comply with all Board policies and school rules. Visitors who violate these policies or rules and/or disrupt the orderly operations of the schools will be asked to leave the premises.

The building principal shall have the authority to refuse entry to persons who do not have legitimate school-related business or to those the principal believes whose visit may cause a

disruption, compromise the safety or welfare of students or staff, or otherwise interfere with the orderly operations of the school. This may include the news media, vendors, charitable and other solicitations (except as otherwise permitted by Board policy), and other persons or organizations seeking access to staff or students.

School staff shall report unauthorized persons in school buildings or on school grounds to the principal/designee. Unauthorized persons shall be directed to leave the premises immediately.

The building principal/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by school visitors.

Cross Reference:

BCA - Board Member Code of Ethics

EBCA - Health and Safety and Emergency Management Plan

JLIB - Student Dismissal Precautions

JLF - Reporting Child Abuse and Neglect

KLG - Relations with Law Enforcement Authorities

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