

VISITORS TO THE SCHOOLS

RSU 19 encourages the active interest and involvement of parents and citizens in the RSU 19 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 schools. Such procedures shall 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 shall be incorporated in all procedures concerning visitors:

- A. The term “visitor” shall apply to any person on RSU 19 grounds or in any building who is not an employee or student.
- B. All visitors shall report to the main office upon arrival at the school. Parents or citizens will be issued a pass to be worn for the duration of their visit unless they have been invited to the school for an open house, performance, or other preplanned school program. Service personnel will be asked to sign in upon arrival and sign out upon departure.
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members, must get permission from the principal in advance of the visit. Such visitations will be approved only if they do not interfere with the instructional process. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. If there is a court order restricting parental access to a student, the custodial parent/guardian who wishes the RSU to comply with that order is responsible for providing a certified copy of such order to the principal.
- E. Visitors shall comply with all applicable RSU 19 policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the RSU shall be asked to leave the premises.
- F. The principal has the authority to refuse entry to RSU 19 grounds or buildings to persons who do not have legitimate, RSU 19 related business and/or who may disrupt the operations of the RSU. 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, and students who have been suspended or expelled unless otherwise authorized by the principal.
- G. RSU 19 staff shall report unauthorized persons on the grounds or in any building to the principal. Unauthorized persons shall be directed to leave RSU 19 premises immediately.
- H. The principal may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to RSU 19.
- I. A student will be released only to parents, legal guardians, or persons authorized in writing by parents/legal guardians, to pick up the student. RSU 19 reserves the right to question the authenticity of any written or verbal communication and to deny the release of students to unauthorized or unknown persons. When RSU 19 personnel have reason to

question the authenticity of written authorization, they should make appropriate efforts to telephone the student's parents/legal guardians to confirm the authority of the person seeking to pick up the child. Principal's may institute other appropriate procedures regarding release of students to parents, guardians and authorized persons.

RSU 19 Staff and Board Members

RSU 19 staff members should utilize their picture identification card when visiting schools, and staff and Board members will check in with the principal and sign in and out on the Visitors Pass log sheet.

Individual RSU 19 staff and Board members will not discuss personnel, instruction, or operating procedures during their visit unless visiting as a parent for a parent/teacher conference.

RSU 19 staff and Board members with children that are students in the RSU have the same right to confer with their child/children's teachers as any other parent.

Cross Reference: BCA – School Committee Member Code of Ethics
 EBCA – Comprehensive Emergency Management Plan
 JLF – Reporting Child Abuse and Neglect
 KLG – School Resource Officer