

VISITORS TO THE SCHOOLS

The 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, building principals shall institute administrative procedures concerning visitors to the 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 building-level administrative procedures concerning visitors.

- A. The term "visitor" shall 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 shall report to the main office upon arrival at the school. This section shall not apply to parents or citizens who have been invited to the school for an open house, performance or other scheduled school program.
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- 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 and orderly operation of the school shall be asked to leave the premises.
- F. The building administrator/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.

EAST MILLINOCKET
Procedures for Classroom Observation by Visitors

CORRESPONDING NEPN/NSBA CODE: KI

Name: _____
Telephone Number: _____
Student or Class to be Observed: _____
Purpose of Visit: _____
School: _____ Date of Visit: _____ Time: _____

The 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 building principal has instituted the following administrative procedures concerning visitors to the school:

- Visitors must request permission to observe the student or classroom in advance to ensure suitable arrangements are made.
- Visitors must state their reasons for wanting to observe the classroom. Requests to observe a student or classroom will not be approved if the requesting visitor is not responsible for the education of a student or students.
- Visitors are required to check in at the school office and obtain a visitor's badge immediately upon arriving, and must return the badge at the office before departing.
- To protect the learning environment, only one visitor is allowed in the classroom during the observation. Parents/guardians may not bring other children or other visitors while visiting/observing in the classroom.
- Observers are asked to sit in the area designated by the classroom teacher.
- Pictures and video/audio recording devices, and use of cell phones are prohibited.
- The visitor/observer will not interact with the staff or students in the classroom. If the visitor would like to talk to the teacher, a meeting should be scheduled for another time, rather than disrupt the scheduled lesson.
- Confidentiality regarding our students is paramount and visitors must agree to respect the privacy of the school staff, as well as the students, and refrain from sharing any information collected during the visit.
- Visits are limited to sixty minutes.
- Excessive visits are disruptive to the school environment and the principal reserves the right to limit the number of visits or deny a request to observe for any reason.

I, _____, agree to adhere to the rules stated above. I acknowledge that failure to do so will result in a request that I immediately exit the classroom I am observing.

Signature

Date