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**VISITORS TO THE SCHOOLS**

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The Bangor School Committee 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 Bangor School Department.
- B. All visitors shall report to the main office upon arrival at the school.
- C. All visitors who wish to meet with staff members are expected to schedule such visits in advance. Teachers/staff may not use instructional time to discuss individual matters with visitors.
- D. Appointments may be scheduled, before or after school, or at a mutually convenient time. Exceptions may be made in the case of emergencies. Parent-Teacher Organization meetings and building-wide programs with open invitations from building administration are considered scheduled appointments, as are scheduled volunteer opportunities in classrooms.
- E. Unscheduled visits or conferences with teachers or students during the school day result in interruption of the overall educational process and are generally discouraged except in an emergency or in unusual circumstances. Visitors may not interrupt a teacher who is teaching a class, supervising students, or on his/her planning time or lunch time.
- F. No visitor may confer with a student in school, other than a student of whom he/she is the parent/guardian, except as otherwise permitted by law, without prior permission of the building principal.
- G. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval of the Superintendent of Schools and permission by the parent/guardian and the student.
- H. Teachers/Staff shall not discuss individual students or the performance of those students with any non-school persons except the student’s parent/guardian, unless written permission is granted by the parent(s)/guardian(s) or the parent/guardian is in attendance. Exceptions to the policy may apply in connection to cooperation with law enforcement officials and probation officers or as required by law for student assistance purposes.
- I. Individual School Committee members shall follow the same procedures as other visitors.
- J. Visitors shall comply with all applicable Bangor School Department 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.
- K. The building administrator 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.
- L. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator. Unauthorized persons shall be directed to leave the premises immediately.
  - M. The building administrator may request the assistance of law enforcement as necessary to deal with unauthorized person or violations of the law by visitors to the schools.

ADOPTED: November 15, 2017

REVIEWED: October 22, 2019

