

VISITORS TO SCHOOLS

Unauthorized Persons in School Building or on School Property

- A. Building administrators have the responsibility and authority for determining the authorization of visitors to the building or school grounds.
- B. Only one door should be unlocked during school hours so that all visitors will enter through the same entrance.
- C. All visitors should be required to stop by the building administrator's office upon arrival at the school, and a clearly marked sign should be displayed at all entrances making known this requirement.
- D. All school personnel are expected to assist the building administrator by informing the office of any unauthorized persons who are in the building or on the school grounds.
- E. People not known to be authorized visitors should be courteously asked to identify themselves and to state the purpose of the visit.
- F. If a visitor refuses to be identified or to state the purpose of the visit, the visitor should be asked to go to the building administrator's office for proper authorization to visit in the school.
- G. Should the person refuse to follow this request, the person should be informed that the building administrator will be notified of his/her presence, the refusal to respond to inquiries about his/her presence, and that he/she is being asked to leave the school property.
- H. Failure to leave the building upon request shall be sufficient cause to inform the visitor that the building administrator will be notified of this refusal and that the police will be called by the building administrator to escort the visitor from the building or to place the visitor under arrest.
- I. NO PERSON OTHER THAN THOSE DESIGNATED BY THE BUILDING ADMINISTRATOR AND WHOSE NAMES HAVE BEEN SUPPLIED TO THE POLICE WILL BE AUTHORIZED TO CALL THE POLICE.

Legal Reference: Title 20A, MRSA, Sec. 6804

Adopted: 11/7/2012