

VISITORS TO THE SCHOOLS

The School Board encourages the active interest and involvement of parents and the public in the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD). In order to avoid interruption of the instructional programs and to promote the safety of students and staff, the MECDHH/GBSD Administrative Team shall institute procedures to enforce the visitors policy.

The following general guidelines shall be incorporated in 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 MECDHH/GBSD.
- B. All visitors shall report to the security check-point upon arrival at the school. The security guard will confirm the visitor’s appointment and grant access. A visitor’s badge will be assigned and worn at all times throughout the visit.
- 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. 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.
- E. The school administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and may disrupt the operations of the schools. This may include, but is not limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.
- F. 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.

- G. Attendance to community events can be restricted to certain groups of individuals such as parents, alumni or members of the deaf community. Once attendance has been opened to a particular group, school administrators cannot disallow a particular member of the group from attending unless it is known that his/her attendance is in violation of a current court-ordered restriction on movement in the form of a restraining order or probationary condition.
- H. If a student or the student's guardian or case manager expresses a concern about the presence of an individual at the school, a member of the administration should meet with the student to ascertain the concern. If the administrator believes that the student's concerns are legitimate, steps are to be taken to contact the student's parent or guardian. If the student's safety is potentially compromised, MECDHH/GBSD will assist the family in obtaining a restraining order.
- I. In the event school personnel have concerns about the presence of an individual at school events, they should inform the Executive Director, who will check the state sex offender registry to determine whether the individual has a history of sex crimes. In addition, the State Bureau of Identification will be contacted to ascertain if the individual in question has a criminal history record. If a particular offense is of concern, the Executive Director will work with the Attorney General's office to determine whether the person is currently subject to conditional release or probation, and if such a conditional release or probation exists; whether the prosecuting authority should be contacted to request a modification of the terms of the conditional release or probation to restrict the individual from being present at the school.
- J. 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.

Cross Reference: EBCA – Crisis Response Plan
ECA – Buildings and Grounds Security
JLIB – Student Dismissal Precautions
JLF – Reporting Child Abuse and Neglect
KLG – Relations with Law Enforcement Agencies

Adopted: September 2, 2004

Edited for school name and administrator title: January 2014