

**VISITORS TO THE SCHOOL**

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign at the school office. SAU Employees (superintendents, directors, coordinators, maintenance staff members, and SAU employees) are to advise the school Principal or Secretary that they are in the building.

A visitor (a person not employed by the school system) must report to the school office, receive permission to be on the school grounds and wear a visitor badge.

Persons wishing to meet with a teacher for the purpose of discussing a particular issue shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the Principal or by direct contact with the teacher.

No person shall visit the school without first reporting to the office of the Principal as to the purpose and place of the visit.

During community/school events and activities\*, the policy regarding reporting to the office and the use of badges by visitors may be relaxed.

\*Including: town elections, student recognition assemblies, Grandparents' Day, Writing Day, Community Reading Day, Arts Festival, PTA events, and other such activities.

Adopted: 12/13/01