School Administrative Unit # 77
Monroe School District
School Board Policy

KI

FIRST READING: 11/07/2022 **ADOPTED: 11/21/2022**
REVISED:

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 in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school office that they are leaving or entering the building at irregular times. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem 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 via direct contact with the teacher.

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