

Community Relations

School Visitors

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The Board welcomes and encourages parents and guardians to visit their student's school.

Board of Education members are encouraged to visit schools to become acquainted with students, school personnel, and programs. They have, however, no direct authority in any school, their authority being limited to the business of the Board as conducted in regularly called meetings, or when delegated specific tasks by specific Board action. Like the general public, they too shall register with the Principal when visiting a school.

The following guidelines pertain to any school visits.

1. An appointment is to be made to minimize disruption of administrative, teaching or staff duties. Requests for appointments should be made through the principal or designee at least 24 hours in advance on those days in which a school is normally in session and received during the normal hours of a school day.
2. A visitor's pass (badge) will be issued to those visitors who are authorized to be in the school building or on the school grounds. This badge should be worn on the visitor's garment near the left shoulder so it is easily visible to all students and staff. Such a badge will specify the time period during which the visitor may remain on school property and must be worn by the visitor. Just prior to the time the visitor leaves school property, such passes must be returned to the office from which the passes were issued as an indication that the visitor is leaving the premises.
3. Reasonable dress is expected. That is, clothing should be worn that is not a safety hazard, a disturbance to the educational process or a maintenance problem for the school.
4. The person visiting a class is only an observer and is not to be involved in discussion or cause interruption of classes.
5. The number of times a person may visit will be determined by the principal.

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6. There will be no classroom visitation during testing and certain special activities.
7. All school doors and school entrance ways, including driveways, are to be posted with the regulations governing visiting. Staff members should be alert for unauthorized visitors. The presence of visitors should be reported to the principal promptly if there are concerns about whether they are authorized.

The governance of this policy shall be a primary responsibility of the Superintendent, who shall oversee its enforcement by school principals. The safety of students is paramount and the preceding regulations do not limit the Superintendent from imposing additional regulations to answer unforeseen or emergency problems. The need for the Superintendent to initiate additional regulations on a short term basis must be brought to the attention of the Board by its next meeting, at which time it may consider revision of the existing regulations.

Legal Reference: Connecticut General Statutes
53a-185 Loitering in or about school grounds: Class C misdemeanor.

Revised: September 23, 2013