

**Visitors to the Schools****I. GENERAL PUBLIC**

The Board of Education welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. However, since schools are a place of learning and work, the following limits are set to such visits:

1. **Authorization to Visit a School:** Anyone who is not a regular staff member of the building, student of the school, or member of the central office staff will be termed a "visitor" and shall wear a name tag indicating "Visitor." All visitors must register in the main office and receive permission to visit the school. This does not apply when parents have been invited to a classroom, assembly, or other school program. All entrances to schools will have a sign directing visitors to report to the main office.
2. **Observing a Class:** Parents or citizens who wish to observe a classroom while school is in session must arrange such visits in advance with the teacher so that class disruption is kept to a minimum.
3. **Protocol for Visitors:** Teachers are expected not to take class time to discuss individual matters with visitors, and visitors are not permitted to interrupt the class with questions unless specifically invited to do so by the teacher.
4. **Unauthorized Visitors:** Staff members must notify the building principal of any unauthorized person on school property. The person will be informed that he/she is trespassing in violation of the law and asked to leave. The police may be called if the situation warrants. The principal shall keep a permanent record of unauthorized entry onto school property by unauthorized persons and must notify the superintendent's office if the police have been called.

**II. BOARD OF EDUCATION MEMBERS**

Members of the Board of Education are encouraged to visit the district schools and supportive departments. Such visits in the capacity of an official member of the Board should be made in accordance with the following guidelines:

1. Such visits will be for the purpose of becoming acquainted with school programs, personnel, operation, and facilities.
2. Whenever possible, school visits should be scheduled in advance through the building principal.

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**II. BOARD OF EDUCATION MEMBERS (continued)**

3. The principal or available staff member will accompany the Board member on the visit if the member so desires.
4. A Board member will not give directions or make suggestions to personnel during the visit. If a school visit leaves a Board member with a concern, this concern should be addressed through appropriate channels, i.e. discussed with the principal or the superintendent.
5. A Board member may also visit a school as a parent, and in such instances will follow the policy as noted in Section I above. The member should make his or her status clear at the beginning of the visit.

**Legal Reference:** Connecticut General Statutes  
53a-185. Loitering on school grounds.

**Policy Approved:** 02/24/97