

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **1000**  
CATEGORY: **Community Relations**  
POLICY CODE: **1250/Visitors to Schools**

**VISITORS TO SCHOOLS**

**Policy Statement**

The Trumbull Board of Education permits visitations to the schools by parents and other members of the community. However, in order to avoid interference with the educational program and to protect the safety and welfare of students and staff, the Principal of each school shall administer visitations in accordance with regulations established by the Superintendent of Schools.

Adopted: 5/15/1973  
Revised: 4/18/1995, 7/12/2005,  
4/22/2008, 8/22/2017

**References**

- Connecticut General Statutes § 53a-185
- Trumbull Board of Education Policy Code 5125: Confidentiality and Maintenance of Student Records

**Regulations**

1. A visitor is considered anyone who is in the school or the classroom and will not be working with students. Examples include, but are not limited to: delivery persons; those attending school concerts and open houses; those observing teaching & learning activities; etc.
2. Visitors are not to be left alone with individual students or groups of students at any time.
3. The Principal and/or his/her designee has the responsibility and authority to set reasonable conditions of visitation for each visitor to his/her school.
4. All visitors to school buildings are required to report to the main office to sign in and receive a visitor's badge, which must be prominently displayed. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal and/or his/her designee. All visitors must sign out at the main office immediately prior to their departure from school.
5. The Principal and/or his/her designee has the responsibility and authority to limit or deny visitation if, in his/her judgment, the purpose is not reasonably clear or legitimate, might cause unreasonable interference with the educational program, or might threaten the safety and welfare of students and/or staff. When determining whether to approve, limit, or deny a request to visit and/or observe teaching & learning activities, such as in classrooms, the Principal and/or his/her designee shall consider such factors as: (1) the frequency of the requested visit(s); (2) the duration of the requested visit(s); (3) the number of visitors requesting access; (4) the effect of the requested visit(s) on the particular class and/or activity; (5) the age of the students in the particular class; (6) the nature of the particular class and/or its programming; (7) the potential for disclosure of confidential personally identifiable student information; (8) whether the requested visitor has a legitimate educational interest in visiting; and (9) any safety risk to students and/or school staff.
6. If a visitor is approved to visit and/or observe teaching & learning activities, the time shall be arranged in advance after the Principal has conferred with the teacher(s). The visitor may be required to be accompanied by another adult during the visit, and the visitor may be required to confer with the teacher before and/or after the visit to enhance the visitor's understanding of the activities observed.
7. No photographing or videotaping by visitors is permitted unless specifically authorized by the Principal or his/her designee, and any such photographing or videotaping shall adhere to Board of Education Policy 5125, "Confidentiality and Maintenance of Student Records," and must not disrupt the school, its programming, or students or employees in any way.
8. Any visitor to a school informed by the Principal and/or his/her designee of these regulations and of the conditions set forth for his/her visitation who refuses to abide by the regulations and conditions of his/her visit shall be requested by the Principal and/or his/her designee to leave the school and school grounds. If the visitor refuses to leave, the Principal and/or his/her designee shall request the police remove the visitor from the school and school grounds.

9. Before any student visitor is allowed to attend classes with a Trumbull school student, he/she must first have the prior permission of the Principal and/or his/her designee and all teachers of the classes the student will be visiting.