

## 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 pupils and employees, the Principal of each school shall administer visitations in accordance with regulations established by the Superintendent of Schools.

Adopted: 5/15/73  
Approved Revision: 4/18/95  
Approved Revision: 7/12/05, 4/22/08

**Regulations**

1. A visitor is considered anyone who is in the school or the classroom for a one-time specific event (i.e., open house, classroom party, concert, etc.) who will not be working directly with students or left alone with students at any time.
2. 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.
3. 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.
4. The Principal and/or his/her designee has the responsibility and authority to deny visitation if, in his/her judgement, the purpose is not reasonably clear or legitimate, might cause unreasonable interference with the educational program or might threaten the safety and welfare of pupils and/or staff.
5. Any visitor to a school informed by the Principal and/or his/her designee of these regulations and of the conditions set 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.
6. 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.

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