

The Ledyard Board of Education welcomes the active interest of parents/guardians and community members in their public schools and invites them to visit at any time. However, since schools are a place of learning and work, limitations are required to avoid interference with the educational program and to protect the safety and welfare of students and staff.

The principal or their designee shall have complete authority to exclude from the school premises or school sponsored activity any persons whom they have reason to believe are disrupting the programs of the school, are disturbing teachers or students, or whom are believed to be on the premises for the purposes of committing an illegal act.

Visitor Registration

Anyone who is not a District employee or a student will be termed a "visitor" and must register in the school office and receive permission to visit the school.

The building Principal, and/or his/her designee, has the responsibility and authority to 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 pupils and/or staff. The Superintendent shall be notified in such cases.

All visitors shall wear a "visitor" badge.

All entrances to school buildings shall have a sign directing visitors to report to the office.

In the event of a class activity or school program to which parents and/or members of the public have been invited, individual visitor registration is not required; however, the Principal shall establish such procedures as are necessary to prevent uncontrolled access to the school.

Authorized school volunteers, when acting in such capacity, shall follow the building procedures regarding volunteer registration and identification.

Classroom Visitation

Parents/guardians or community members who wish to observe a classroom while school is in session must arrange such visits in advance with the building Principal and classroom teacher so that class disruption is kept to a minimum. Such visits shall not be permitted if, in the judgement of the administration, the duration or frequency interferes with the delivery of instruction or the normal school environment

If, during the requested time of visitation, the class will be involved in an activity, the nature of which is such that the visitor's presence would be inherently disruptive, the building Principal shall advise the visitor of the problem and arrange an alternate visitation time. Since continuity in classrooms is often difficult to achieve and maintain, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

Teachers are expected not to take class time to discuss individual matters with visitors. If the visitor desires to discuss his/her observation with the teacher, the visitor must make arrangements for a later conference or contact the teacher at a later time for an appointment.

Visitor Conduct

Any visitor who refuses to abide by the conditions of his/her visit, violates Board policy, building regulations, or student privacy, or disrupts or otherwise interferes with school activities shall be requested by the building Principal, or his/her designee, to immediately leave the school premises. If the visitor refuses to leave, the Principal shall request that the police remove the visitor from the school premises.

Unauthorized Visitors

Staff members should be alert to the possibility of unauthorized visitors and shall promptly report any concerns to the building Principal, or his/her designee.

The person will be informed that he/she is trespassing in violation of the law and asked to leave. The police shall be called if the situation warrants. The building Principal, or his/her designee, shall keep a permanent record of unauthorized entry onto school property by unauthorized persons and shall notify the Superintendent whenever the police are called.

Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, not having any reason or relationship involving custody of or responsibility for a pupil or any other license or privilege to be there.

Implementation

The Superintendent and building Principals shall establish such procedures as are necessary to implement the requirements of this policy.

Related Policies:

1110.1 – Parent Involvement

1112.5 – News Media Access to Students 1212 – School Volunteers

1316 – Conduct on School Property 1331 – Tobacco Free Environment

1700 – Firearms Prohibited on School Property

Legal Reference:

Connecticut General Statutes, Section 53a-185 - Loitering on school grounds: Class C misdemeanor.

Policy adopted: November 2, 1994

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LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut