

Series 1000 – Community Relations

2. Participation by the Public

F. Visits to the Schools

The Suffield Public Schools has as its highest priority, the safety and the welfare of its students and staff. The Suffield Board of Education welcomes the interest of parents and the Suffield community in the programs and activities within the Suffield Public Schools. The Board also recognizes its responsibility to insure that students may learn in an educational environment free of unnecessary disruption and distractions and to provide a school environment that is safe for staff and students alike. In the interest of protecting the welfare of students and staff, preserving the privacy rights and confidentiality of students, minimizing disruptions to the learning process and maintaining order and security on its premises, the following guidelines have been established for visits to Suffield Public Schools:

1. Before entering any Suffield School District building, all visitors must state their name and purpose for their visit prior to entering the building. Visitors should report to the office, sign in and leave their driver's license at the office at which time they will receive a visitor's badge. Wearing a visitor's badge the entire time they are in the building is required. Visitors will submit their visitor badge and retrieve their driver's license before leaving the school building.
2. Visitors are expected to follow school rules.
3. Visitors should not initiate conversations with students or otherwise interrupt normal activities. Participation by visitors in classrooms or school activities is at the discretion of the teacher or administrator in charge and should be approved in advance.
4. Audio taping, videotaping or photographing of classroom activities by third parties are disruptive to the educational process and may invade the privacy rights on students, and therefore is not allowed. Exceptions to these guidelines may be made by the building Principal subject to reasonable restrictions.
5. Any person violating any of these guidelines, or whose visit becomes disruptive in any way, may be asked to leave the school premises. Failure to obey such a request may be grounds for arrest for trespassing or result in contacting the police.

Policy adopted: October 6, 1998
Policy revised: May 16, 2006, April 2, 2013
January 19, 2016

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut