

Community Relations

Visits to the Schools

The East Hampton Board of Education welcomes school visitors with valid reasons for visiting. However, special effort should be made to ensure that visitors do not interrupt the educational process.

The East Hampton Board of Education directs the administration to develop and to enforce regulations governing visitors to the East Hampton Schools to ensure that the educational process continues with as little interruption as possible.

Board of Education members are expected to visit schools to become acquainted with school personnel and programs; however, Board members have authority only in scheduled meetings of the Board, as members of Board committees or when delegated specific tasks by specific Board action.

Members of the public and individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

Legal Reference: Connecticut General Statutes

10-151b Evaluation by superintendents of certain educational personnel

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted: January 13, 2003

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

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Visits to the Schools

1. The Principal in each school is to maintain a log book in which every visitor to the school shall write his/her name and address and indicate the nature of the visit. This log book shall be available in the principal's office at all times during the school day.
2. When a visitor arrives at a particular school building for the purpose of visiting a classroom; or for any other purpose, he/she shall first sign the log book, then either the Principal or the person designated by the Principal shall accompany the visitor to the classroom involved, or the visitor shall be given an identification card or note and allowed to proceed to the classroom unaccompanied. A teacher shall not admit a visitor to his/her classroom unless the visitor is either accompanied by the Principal or some person designated by the Principal, or presents the teacher the aforementioned identification.
3. Teachers are to be informed when a person is to visit a class. A teacher may request that a visitor not be allowed in their class. This should only be done if previous problems have existed with the requesting individual.
4. While visiting in a classroom under the aforementioned conditions, a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, he/she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.
5. To avoid unreasonable interference with the educational process and to minimize overcrowding classrooms, the Principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom. In all such determinations preference shall be given to parents of children attending the school.
6. When a visitor leaves the classroom, unless otherwise arranged with the Principal's office, he/she shall return, directly to the Principal's office, return the identification pass and promptly leave the building.
7. Visitors who abuse the visiting privilege will be denied further visiting rights.
8. Persons found in the building without a visitor's pass will be warned. If they fail to respond to the warning, they will be considered trespassers and appropriate action taken. The office should be notified in cases where persons do not leave.

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Visits to the Schools (continued)

9. Student visitors (9-12) must have permission from the administration of their school and from their parents. Twenty-four hours notice is required for student visitors. Student visitors must be with their host at all times.
10. Staff members are asked to determine if a person has a visitor's pass if: they meet outside persons; or if such persons come to/into their classroom.
11. After school activities may be closed to all visitors if it is felt that the activity will suffer from the presence of outside persons. Discretion should be used in imposing this option on a regular basis.
12. The Principal shall have complete authority to exclude from the school premises any persons whom the Principal has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, or whom the Principal believes are on the premises for the purpose of committing an illegal act or who have violated visitor regulations in the past.

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