

## Series 1000 – Community Relations

### 2. Participation by the Public

#### F. Visits to the Schools

The Suffield Public School District 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 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 Public School, all visitors must state their name and purpose for their visit via the intercom system. Visitors must report to the office. All visitors must have a valid government issued picture ID (a driver's license, a non-driver state ID card, a military ID or a passport ID). A visitor's ID will be scanned by a scanning device. The scanning system will check identification against a national sex offender database **only**. A visitor's badge will be printed and shall be worn throughout the duration of the visit.
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 classroom activities by visitors are disruptive to the educational process and may invade the privacy rights on students, and therefore are 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, May 6, 2019

SUFFIELD PUBLIC SCHOOLS  
 Suffield, Connecticut