

## **Community Relations**

### **Visits to the Schools**

CREC encourages visits by citizens, residents, and parents/guardians to all school buildings. In order to promote a safe and productive educational environment for all students and staff, CREC requires all visitors to receive prior approval from the school principal/program director or their designee before being permitted to visit any school building. CREC, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with this policy and the accompanying regulation and any other applicable building security procedures, including, but not limited to, utilizing security buzzers for access; complying with requests for photo identification; reporting directly to and signing in and out at the visitors' reception area/main office of the school; prominently displaying visitors' badges or other identification required for visitors to the school buildings; confining themselves to those areas of the buildings and grounds for which the visitors have authorized access; and complying with directives of school officials at all times.

Policy adopted: November 17, 2004  
Policy revised: October 17, 2018

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

## **Community Relations**

### **Visits to the Schools**

#### **School Visitors**

CREC welcomes and strongly encourages parents/guardians and members of the community to visit its schools/programs.

CREC has responsibility for the safety and security of students and staff, including the duty to safeguard all students against any form of harm, abuse, or nuisance. It is the responsibility of all CREC employees to ensure that this duty is uncompromised at all times.

Accordingly, CREC requires that all visitors comply with the provisions of this regulation.

#### **Visitors to the school/program**

All visitors to a school or program may be asked to bring identification with them at the time of their visit.

All visitors must enter through the main office or designated entrance.

All visitors must stop and press the call button to gain access to the site, explaining who they are, the purpose of their visit, and who has invited them. They should be ready to produce identification upon request.

Only after they are vetted and there is confirmation that their visit is approved and/or scheduled will they be allowed to enter the building.

All visitors shall be asked to sign in, providing their name, organization, whom they are visiting, and visitor badge number. All visitors shall be required to wear an identification badge which must remain visible throughout their visit.

Visitors shall then be escorted to their point of contact, or their point of contact shall be asked to come to the main office to receive the visitor. The contact shall then be responsible for them while they are on site. Visitors must not be allowed to move about the site unaccompanied unless they have received approval from the school principal/program director or designee.

At the end of their visit, visitors must leave via the main office or designated exit, sign out, and return their identification badge. They shall then be escorted out of the building by a staff member.

All visitors to the school or program must conduct themselves so as not to interfere with its operation. Visitors should not interact with staff or students during instruction, and should not cause

a distraction or disruption to the educational process. If the visit is deemed a distraction by staff, the visitor shall be asked to leave.

To minimize disruption to the instructional program, visits to classrooms or programs or requests to meet with specific personnel require advance notice of at least forty-eight (48) hours.

The principal/program director or designee may limit or deny visits to the school or program if, in their judgment, their purpose is not reasonably clear or legitimate, they might cause unreasonable interference with the educational program, or they might threaten the safety and welfare of students and/or staff.

No photographing or videotaping by visitors is permitted unless specifically authorized by the principal/program director or designee, and any such photographing or videotaping shall adhere to CREC Policy 5125, "Student Records-Confidentiality," and must not disrupt the school or program, its programming, or students or employees in any way.

Any visitor to a school or program informed by the principal/program director and/or designee of this regulation and of the conditions set forth for visitation who refuses to abide by them shall be asked to leave the school or program and school or program grounds. If the visitor refuses to leave, the principal or program director or designee shall request that security staff remove the visitor from the school or program and school or program grounds.

### **In-School Observations**

A parent/guardian who wishes to make an in-school observation must submit a written request to the building principal/program director or designee at least forty-eight (48) hours in advance of the proposed observation. The request shall include the date, time and purpose of the proposed observation.

The principal/program director or designee will evaluate the request for the in-school observation, and, when appropriate, review the request with the parent/guardian to determine the purpose, the specific questions being addressed, the location(s), length, and date and time of the observation.

When reviewing a request for in-school observation the principal/program director or designee shall consider such factors as: (1) the frequency of the requested visit(s); (2) the duration of the requested visit(s); (3) the number of visitors requesting access; (4) the effect of the requested visit(s) on the particular class and/or activity; (5) the age of the students in the particular class; (6) the nature of the particular class and/or its programming; (7) the potential for disclosure of confidential personally identifiable student information; (8) whether the requested visitor has a legitimate educational interest in visiting; and (9) any safety risk to students and/or school staff.

If the request is approved, the observation shall be coordinated with the classroom teacher, in order to avoid or minimize disruption to instructional time or students' routines. The parent/guardian

shall be accompanied by the principal/program director or designee during the observation, and may be asked to confer with the teacher before and after the observation to enhance understanding of the observed activities.

If the request is denied, the principal/program director or designee shall inform the parent/guardian of the decision and provide a detailed explanation of the reasons for the denial, and, when possible, work with the parent/guardian to develop alternative ways to obtain the information sought. If the matter is not satisfactorily resolved, the parent/guardian may request a meeting with the superintendent or designee, who will review the matter and render a decision. The superintendent/designee's decision shall be final.

Parents/guardians who are granted permission for in-school observation must comply with all requirements and protocols for visits to the schools, as set forth in this regulation and accompanying policy.

Parents/guardians may not bring minor children to an in-school observation, and may not disclose any confidential or personally identifiable information about other students that they may obtain during an in-school observation.

CREC does not permit classroom observations by outside agencies without the written consent of parents/guardians and compliance with the Family Educational Rights and Privacy Act (FERPA).

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