

## Community Relations

### Visitation to the Schools

The East Granby Public School System encourages parents, members of the community and other interested parties to visit the schools to learn more about the educational programs which are offered in each of the school buildings. A public school, however, may expect many different kinds of visitors during the course of a school day. School visitors may include parents of students, maintenance and repair people, salespersons, students not now enrolled in school, and others.

The Principal is responsible for all persons on the school grounds. Therefore, visitors should proceed first to the school office to identify themselves. The Principal, or the Principal's designee, has the authority to deny visitors based on inappropriateness of the visit according to the administrative regulation governing the implementation of this policy.

Although Board of Education members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board of Education, or when delegated specific tasks by specific Board of Education action.

## **Community Relations**

### **Visits to the Schools**

The following regulations support parent visitations to the schools and protect the students and staff in East Granby from unauthorized personnel entering school buildings and classrooms.

### **Regulations in Support of Visitation to Schools Policy 1250**

Standards and regulations are necessary for any organization to function smoothly and efficiently. The following information provides the basis for good understanding among parents, teachers and students.

#### **1. Types of Visitors Covered**

These rules apply to all persons other than teachers, teacher aides and parent helpers who have been asked to assist classroom teachers and students enrolled in the school who may come to the school for any reason during the school day.

#### **2. Procedures**

All visitors must first request permission to enter the school and then immediately report to the school office. A visitor (any person not employed by the school system) must report to the school office and receive permission to be on school grounds. All visitors shall sign a visitors' register and state the purpose of their visit. Visitors may be given approval to visit classrooms during the school day with the specific approval of the building principal.

#### **3. Parent Conferences**

Parent conferences are very much encouraged. Parents should give advance notice when requesting a teacher conference. Such advance notice ~~ean~~ assures parents that the teacher will not have conflicts with other meetings, assignments or other scheduled appointments.

#### **4. Visitors to School**

Parents are also encouraged to visit their child's school. Such visitations can be an important step in learning more about the curriculum and the activities the school program. Parents should call the day before if they wish to observe a classroom in action. Such notice will allow the visit to be scheduled at a time when there are no conflicts, testing programs, assemblies or other activities. The building principal, or another administrator, may grant permission and will welcome visitors and explain visitation procedures.

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#### 5. Dismissal of Students from Classrooms

The following rules apply in regard to early dismissal of students. School personnel will work with parents in carrying out these rules.

- a. Permission for early dismissal must be granted by the building principal, or in the absence of the principal by the building principal's designee. A note from the parents, brought in by the student, must be presented to the principal or the principal's designee, or the principal must be contacted by telephone before the early dismissal will be granted. Telephone requests must be verified by the school.
- b. Parents who appear in person to ask for early dismissal of their child should report to the office.
- c. No teacher is authorized to dismiss a student without the principal's prior consent. A notice will be given to the teacher to confirm this consent.
- d. No student will be excused into the custody of any person nor properly identified as appropriate.
- e. Students must wait in the office until parents come into the school to meet their children. Students are to be picked up at the office, not in the classroom, nor outside the building.

#### 6. Supervision of Visitors

Any person on school property who has not registered with the school office will be asked to register in the office and give identification. Anyone failing to give proper identification and/or stating the reason for their being on school property will be asked to leave the school grounds.