

## Community Relations

### Visits to the Schools

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

We:

1. Encourage school visitations.
2. Provide for appropriate hospitality for visitors.
3. Welcome expressions of approval and constructive criticism to the appropriate school personnel (i.e. teacher, assistant principal, principal, special education director or Superintendent).
4. Request that public visits not hinder the educational program.
5. Require all visitors to register in the principal's office upon arrival at the school, and wear a visitor badge, in order to help ensure student safety.
6. May request photo I.D. of any visitor.
7. Request that visitors shall call ahead to schedule classroom visits or parent-teacher conferences.

Visits to individual classrooms during instructional time shall be permitted only with the Principal's and teacher's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

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.

Policy adopted: March 20, 2007  
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PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut