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The Madison Board of Education recognizes that procedures for visitors to schools are important for student and staff safety.

Upon arrival, all visitors must comply with any and all 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 visitor’s reception area of the school office, prominently displaying visitor’s badges or other identification required for visitors to the school buildings, limiting access to those areas of the building and grounds for which the visitors have authorized access, and complying with directives of the school officials at all times. All visitors and observers permitted into school buildings or on school ground must comply with all school health and safety protocols in place at the time.

Visitors who will be entering the building beyond the main office area will be required to register ~~in~~ at the security desk/main office ~~principal’s office~~ upon arrival at the school, at which time a background check on the sex offender registry will be conducted. If a result is received, a school administrator will be contacted. Access to the building may be denied by the administrator.

Legal References:

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

First Reading:

**ADMINISTRATIVE REGULATIONS
REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the building Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for the proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building Principal or responsible administrator shall consider the following factors:
 - a. the frequency of visits;
 - b. the duration of the visit;
 - c. the number of visitors involved;
 - d. the effect of the visit on a particular class or activity;

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69 e. the age of the students;
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71 f. the nature of the class or program;
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73 g. the potential for disclosure of confidential personally identifiable student
74 information;
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76 h. whether the visitor/observer has a legitimate educational interest in
77 visiting the school;
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79 i. whether the visitor/observer has professional ethical obligations not to
80 disclose any personally identifiable student information;
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82 j. any safety risk to students and school staff; and
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84 k. compliance with the Board's Guidelines for Independent Educational
85 Evaluations, if applicable.
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- 87 6. The building Principal or responsible administrator has the discretion to limit, or
88 refuse, requests for visits and/or observations of student programs in light of the
89 above criteria. When a requested observation is refused, the building Principal or
90 responsible administrator will provide the parent/guardian with the reason for the
91 decision and will work to develop alternative ways for the parent/guardian to
92 obtain the information the parent/guardian seeks.
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- 94 7. If a building Principal or responsible administrator approves a request to visit a
95 school building and/or observe a student program, arrangements must be made in
96 advance to ensure that the visit will not disrupt educational programs. The length
97 and scope of any visit shall be determined by the building Principal or responsible
98 administrator in accordance with these regulations and accompanying Board
99 policy. The building Principal or responsible administrator shall determine a
100 reasonable amount of time for observations of individual students or student
101 programs.
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- 103 8. Upon arrival, all visitors must comply with any and all applicable building
104 security procedures, including but not limited to utilizing security buzzers for
105 access, complying with requests for photo identification, reporting directly to and

106 signing in and out at the visitors’ reception area of the school office, prominently
107 displaying visitors’ badges or other identification required for visitors to the
108 school buildings, limiting access to those areas of the buildings and grounds for
109 which the visitors have authorized access, and complying with directives of
110 school officials at all times.

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112 9. The district has an obligation to maintain the confidentiality of personally
113 identifiable student information. All visitors and observers must restrict their
114 visits and observations to the purpose identified in the request to visit or observe
115 and are strictly prohibited from observing or collecting information on other
116 students within the school. If the visitor/observer views, accesses or otherwise
117 obtains personally identifiable student information concerning another student, the
118 visitor/observer must notify the building Principal or responsible administrator as
119 soon as possible.

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121 10. All visitors and observers permitted inside school buildings or on school grounds
122 must comply with all school health and safety protocols in place at the time,
123 including but not limited to any health screening protocols.

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125 11. A refusal to comply with any of the Board’s policy provisions and/or regulations
126 concerning visitors shall constitute grounds for denial of the visitor’s privileges,
127 as determined appropriate by the building Principal or designee. Such refusal may
128 also result in a referral to law enforcement personnel, as determined appropriate
129 by the building Principal or designee.

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133 Legal References:

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135 “Guidelines Regarding Independent Educational Evaluations at Public Expense
136 and In- School Observations,” Connecticut State Department of Education (Mar. 28,
137 2018).

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