

VISITS TO THE SCHOOLS

The Litchfield School District welcomes and encourages parents or guardians, members of the community, and other interested persons to visit the schools. To preserve the security of the schools, all visitors must check-in and register at the main office.

All visitors are required to wear school-provided identification badges for the duration of their visit. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school Principal or their designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any 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 of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, only accessing areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

LOITERING OR CAUSING DISTURBANCE

At any time, persons determined to be loitering or causing a disturbance shall be required to leave school grounds immediately. Staff members should be alert to the presence of unauthorized visitors and should report their presence to the Principal promptly.

“Loitering” is defined as remaining in or about a school building or grounds without having any reason to do so, or without a relationship involving custody of or responsibility for a pupil, or without any other license or privilege to be there. “Causing a disturbance” is defined as any action disrupting the normal function of the school system.

Legal Reference: Conn. Gen. Stat. § 53a-185: Loitering in or on school grounds: Class C misdemeanor.

Litchfield Board of Education

Policy Adopted: 4/12/1983

Policy Revised: 11/19/2008; 9/5/2018

Policy Reviewed: 10/1/1998