

## **VISITORS TO SCHOOLS**

A visitor is defined as any person who is not employed by the School Committee nor any employee who does not have reason in the performance of his or her regular duties to enter a room or building of the Mansfield system. Visitors shall observe the following regulations:

1. All visitors to schools must report to the school office to receive permission from the office staff before visiting the classrooms or talking with staff members.
2. Parents or guardians are to arrange appointments for classroom visits or consultation with individual teachers and/or specialists. Every effort must be made not to interfere with the teaching/learning process of students and staff.. Visitors may not enter classrooms in which their children are not in attendance except by permission of the Superintendent of Schools or his/her designee
3. School Committee members shall inform the building Principal or the Principal's designee of his/her presence immediately upon entering the building relative to School Committee business.