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**School Committee Policy:**

**#210**

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### Visitors to the Schools

The School Committee encourages visits by parents and other interested parties to all of our schools. We urge the taxpayers of Maynard to visit our school facilities in accordance with reasonable procedures to control such visits and to evaluate the quality of education in Maynard, determine its needs, and to join with the School Committee in improving our schools. The School Committee believes that the parents of children attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of the schools.

1. Guests and visitors, including members of the media, must register in the school office upon arrival. Potential students and their parents are welcome to visit classes, either by attending scheduled programs (preschool and Kindergarten) or by making arrangements with the principal, or designee.
2. Classroom visits should be planned ahead with the consent of the principal, and notice given to teachers when deemed appropriate by the principal.
3. In order not to interfere with the education of children or with the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to deny a request to visit a particular classroom at a particular time, to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom. "Classroom", as used in this regulation, is broadly defined to include all instructional areas of the school. The principal or designee shall have the right to deny a request to visit a school-sponsored activity if to grant the request would interfere with the education of children or with a school program. In all such determinations, preference shall be given to parents of children attending the school.
4. Students wishing to bring a guest to school must obtain prior approval from the office. No visitor permission will be granted to persons who have been excluded from the school, or to previous visitors who have been uncooperative with school personnel or have disrupted instruction or function of the school.

5. Small children of parent volunteers or staff members normally do not visit classes, in order not to interfere with the education of students. In the event of an emergency, permission to visit may be requested from the principal, in accordance with the provisions of this policy.