

VISITORS TO THE SCHOOLS

To promote effective communication between the citizens of the community and the school system, the Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Principal or personnel posted in the main lobby upon arrival at the school. All visitors will be required to sign the visitor's register and will be issued a visitor's identification badge (authorized visitor), which must be worn at all times while in the school or on school grounds. All visitors must return their identification badges to the Principal's office before leaving the building.
3. Visitors attending school functions during school hours that are open to the public, such as parent-teacher organization meetings or public gatherings, may be required to register
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher and the Building Principal. Continuity of instruction and student safety take precedence over any request for classroom or building visitation. Such visits shall be appropriate, fulfill a constructive purpose and comply with any applicable provisions in the union contracts.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Student visitors from other schools, unless they have a specific reason and prior approval of the Building Principal or designee, shall not be given permission to enter school buildings. New students accompanied by their parents are always welcome.
7. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
8. All visitors are expected to abide by the rules for public conduct on school property contained in the District Code of Conduct. Any visitor who does not abide by the District Code of Conduct will be considered an unauthorized person and will be asked to leave.

Visits to school buildings are to be in accordance with District regulations posted in conspicuous places. A violation of the visitation policy shall be prosecuted pursuant to New York State law.

Ref: Education Law § 1708; 2801

Adoption date: December 1, 1995

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