

School Visitors

The Board of Education welcomes and encourages interest on the part of parents and community members in school programs and student activities. The Board also welcomes visits to school buildings by parents and community members provided that such visits are consistent with the safety and welfare of students and staff, and are not disruptive of the student learning process or employee work environment. Therefore, visits to schools by parents, members of the community and others not directly engaged in the educational and support programs (“visitors”) are subject to certain rules and regulations. The Building Principal or other administrator in charge of a building or his/her designee is responsible for all persons in their building and on its grounds.

Visitors may be permitted access to the schools to attend activities in which students are engaged during the school day with the advance permission of the Building Principal. If a prior appointment has not been arranged, approval of the Building Principal is required. Visits to school buildings and premises for after-school student programs and events shall be subject to the rules for Public Conduct on School Property contained within the District’s Code of Conduct.

Immediately upon entering the school building, all visitors shall report to the reception desk, show photo identification and sign the visitor’s register. All visitors shall sign-out at the reception area prior to leaving the building. Visitors attending school functions that are open to the public (such as PTA/PTO meetings or public gatherings) are not required to register. Signs shall be posted where visitors enter the building, in both English and Spanish, notifying of these requirements and that anyone violating this policy and its implementing regulations shall be subject to prosecution pursuant to New York State law.

The Superintendent of Schools, central office administrators, building principals, school security personnel, school custodian and any member of the Board of Education is individually authorized to prohibit the entry of any person to a school building in this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the building. If an individual refuses to leave the building or grounds or creates a disturbance, the administrator or other person in charge of the building is authorized to request assistance from the local law enforcement agency.

Any person who interferes with the learning process or causes disruption in the buildings or on school premises shall be subject to removal at the request of the Building Principal, administrator in charge, security personnel or other person in charge of the facility at the time of the interference or disruptive act. Any such person shall also be subject to the consequences set forth in the Code of Conduct for Public Conduct on School Property.

Employees and volunteers are not authorized to bring their child(ren) to the school buildings during the school day.

The Superintendent shall promulgate regulations for the protection of the students and staff of the District from disruption to the educational program and interference with the work environment.