

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.

The Board recognizes that many visits that occur are regularly scheduled events, e.g., parent-teacher organization meetings, public gatherings, registering of students, etc. There are also occasions when parents or guardians desire to visit their child's classroom at other than regularly scheduled times. The Board views these visits as constructive; however, no such visit shall be permitted to interfere with the educational process.

When such visitations occur, they shall be made on the basis of a defined need and shall be made only with the approval of their child's teacher and/or Principal.

Persons who are not students or staff shall report immediately to the school office upon entering a school building. Such persons must sign in and will be issued a visitor's permit which must be displayed at all times. The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit. Persons other than parents, guardians, students or staff, who desire to visit a school building shall do so only with the permission of an appropriate administrative staff member.

Student visitors from other schools, unless they have a specific reason and prior approval of the Superintendent of Schools or designee, shall not be given permission to enter school buildings. New students accompanied by their parents are always welcome.

Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board policies and administrative regulations. In questionable cases, the visitor shall be directed to the Superintendent's office to obtain written permission for such a visit.

Visits to school buildings are to be in accordance with this policy posted in conspicuous places. The Principal is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse.

Cross-ref: 5450.1, Notification of Sex Offenders

Ref: Education Law §1708; 2801

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