

Required

Local

Notice

VISITORS TO THE SCHOOLS

The Board of Education welcomes visitors to district schools and buildings. Visitors to all school buildings and property of the District shall be governed by the CODE OF CONDUCT and the following rules.

Visitors shall be defined as any person who is not currently a district student, employee, or otherwise authorized to be on school property.

Appropriate signage should be placed at all school entrances. Once inside the building all visitors will be screened at the security desk. Government issued photo identification shall be required. Individuals without photo identification are to be held at the security desk. The principal or designated administrator shall be called and will determine if the visitor is allowed access to the facility.

Policy

Approved

1/9/67

Amended: April 17, 2012, April 19, 2016

VISITORS TO THE SCHOOL REGULATION

Visitors to all school buildings and property of the district shall be governed by the CODE OF CONDUCT and the following rules:

1. The building principal or an assigned administrator shall be responsible to ensure compliance with procedures for the registration and authorization of visitors to his/her school.
2. Visitors shall be defined as any person who is not currently a district student, employee, or otherwise authorized to be on school property.
3. All visitors shall enter school facilities through the designated visitor entrance and be screened at the security desk. Government issued photo identification shall be required. Individuals without photo identification are to be held at the security desk. The principal or designated administrator shall be called and will determine if the visitor is allowed access to the facility.
4. Signs shall be prepared.

NOT AN ENTRANCE
ALL VISITORS MUST REGISTER AT THE SECURITY DESK
To reach school security call 374-1999

The Campus Patrol shall affix and ensure the above signs are displayed on all doors with the exception of the main entrance leading into and from school buildings, and all other places which they deem appropriate in cooperation with the building principal.

5. All persons and articles in their possession are subject to search. No weapons of any kind shall be permitted on school grounds or in any school facility.

“Weapon” means a firearm as defined in 18 USC S 921 for the purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchable knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device instrument, material or substance that can cause physical injury or death.

6. Visitors will be processed using the district’s visitor management system which will produce a visitors pass and photo of the individual. The visitor is responsible to wear the pass for the duration of their visit. Visitors shall upon exiting the facility return the pass to the security desk or designated location.
7. Sign in registration may be required for school functions open to the public at the discretion of the principal or his/her designee. All regulations pertaining to the use of school property and facilities shall remain in force.

8. Any visitor wishing to inspect school records or interview students or employees on school grounds must comply with all applicable Board policies and administrative regulations. The visitor may be directed to the Superintendent's office to obtain written permission for such a visit.
9. Deliveries other than materials and supplies shipped to the schools receiving area shall be screened at the facility security desk. All take-out food delivery persons will NOT be permitted beyond the security desk. Students, employees, individuals ordering takeout food will meet the delivery person at the security desk and accept delivery.
10. The principal or his/her designee is authorized to take any action necessary to ensure the security/safety of students and all school personnel. Unauthorized visitors shall be requested to leave school premises immediately and will be subject to arrest and prosecution for trespassing, pursuant to New York State Penal Law if they fail to comply.
11. Sign in registration may be required for events/functions open to the public during non-school hours at the discretion of the principal or his/her designee or school security. All regulations pertaining to the use of school property and facilities shall remain in force after school hours.

Amended: April 19, 2016