

**POLICY
1240**

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.

Any and all visitors must comply with the provisions and requirements of Policy #1241 (Security of School Buildings) upon entering a school building and, provided that such visitor has complied with the provisions and requirements of such Policy #1241, such visitor(s) shall be issued a visitor's pass, which must be displayed at all times. The pass must be returned and the visitor must sign out at the conclusion of the visit. Unauthorized visitors will be asked to leave the building and school grounds. If they refuse, they will be prosecuted pursuant to New York State law.

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

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

Adopted by Board of Education 2/27/07

(Adopted by B.O.E.: 2/24/04)

**REGULATION
1240-R**

VISITORS TO THE SCHOOLS REGULATION

Visitors to the schools of the district shall be governed by the following rules:

1. Each Building Principal shall establish and maintain a safety plan outlining the process for registration and authorization for visits to his/her school. Such plans shall be submitted to the Superintendent of Schools, or his/her designee, for approval, and thereafter be made available in the Principal's office to anyone interested in visiting the school.
2. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher.
3. All visitors must report to the main office or security desk, sign in, and be issued a visitor's pass, which must be displayed at all times. The pass must be returned to the main office and the visitor must sign out at the conclusion of the visit.
4. Registration shall not be required for school functions open to the public, whether or not school-related.
5. Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns the parent may have regarding the student.
6. 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.
7. 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.

Adopted by Board of Education 2/27/07

(Adopted by B.O.E.: 2/24/04)