

**VISITORS TO THE SCHOOL 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 for approval, and thereafter be made available in the Principal's office and anyone interested in visiting the school.
2. The Principal of the school must be contacted by the person or group wishing to visit, and prior approval must be obtained for the visit.
3. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the school's Principal.
4. All visitors must report to the main office, sign in, and be issued a visitor's permit, when school is in session, 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. The only exceptions are those visitors and salespersons going directly to the Superintendent's office or the Business Office.
5. Registration shall not be required for school functions open to the public, whether or not school-related.
6. 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, whether or not school-related.
7. 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.
8. 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: 1520, Public Conduct on School Property

Ref: Education Law §§1708; 2801

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