

CODE OF CONDUCT

VISITORS TO THE SCHOOLS

To promote effective communication between the citizens of the community and the school system, the Board encourages parents and other citizens to visit their schools periodically during the course of the school year.

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

Persons, who are not students or staff, including temporary workers, shall report to the receptionist, who will request to see a driver's license. If the visitor does not have a driver's license, the receptionist will accept any other form of valid photo identification, defined as any federal, state or local government issued identification that has a photo, or a photo credit card. The receptionist will photograph the visitor, scan his/her photo ID and issue a visitor's pass, which must be displayed at all times during the visit. If a visitor does not possess the required identification, the receptionist will notify a building administrator who will determine whether to issue a visitor's pass. All visitors must return the passes to the receptionist at the conclusion of the visit.

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

All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct. A violation of the visitation policy shall be prosecuted pursuant to New York State law.

Ref: Education Law §§1708; 2801

Cross-ref: 1240, Visitors to the Schools

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