

POLICY

2010

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Community Relations

SUBJECT: VISITORS TO THE SCHOOL

All visitors, regardless of their relationship, if any, to the District, shall be required to report to the Main Office upon arrival at school and state their business and sign in and sign out of the building. Unless an emergency, all visitors must notify the Building Principal in advance of any visit and must state the purpose of the visit and the desired location to visit to avoid any interruption of the educational process or work of the staff. Access to other areas shall not be permitted. Visitations to classrooms for any purpose require permission in advance from the Building Principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests. Retired or former staff members, former students, and Board members must follow all guidelines governing visitation in the same manner as any other individual.

Individual members of the Board of Education may not enter the buildings at other times for business purposes without the specific authorization of the Board. Nothing herein, however, shall prevent individuals from volunteering their services pursuant to the guidelines established in the District or from attending events open generally to the public or pursuant to any specific invitation to an event. Additional regulations regarding visitation shall be developed by the Administration and posted on the District website.

Education Law Section 2801
Penal Law Sections 140.10 and 240.35

Adoption Date 9/28/10
Revised 9/25/12