

<b>3210</b>	<b>Visitors to the District's Facilities</b>
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The Board of Education encourages parents and other district citizens to visit the district's schools and classrooms to be active participants in the educational process. Visitors are welcome as volunteers, "partners" in a variety of activities and/or to observe the work of students, teachers and other staff. The Board recognizes that many scheduled visitations will occur, i.e., parent teacher conferences, parent teacher organization meetings, public gatherings, registering pupils, etc. 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 the Building Principal. In no event shall a visitor be allowed to remain on school property when the visit interferes with the educational process or presents a safety risk.

The principal (or his/her designee) is responsible for all persons in the building and on the school grounds. In an effort to maintain the educational process, the following rules must be abided by:

- a. Anyone who is not a regular staff member or student of the school will be considered a visitor.
- b. All visitors, regardless of purpose, must go straight to the main office upon entering the school building.
- c. At the main office, visitors will be required to sign the visitor's register and will be administered a visitors identification badge, which must be worn at all times while in the school or on school property. The visitor must return the identification badge to the main office prior to leaving the building.
- d. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings and public gatherings, are not required to register.
- e. Parents or citizens who desire to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.

Teachers are expected not to take class time to discuss individual matters with any visitor.

Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized or disorderly persons will be asked to leave. If the situation warrants, police may be called.

All visitors are expected to abide by the rules for public conduct on school property as set forth in the school district's code of conduct.

*Education Law Section 2801*  
*Penal Law Sections 140.10 and 240.35*

Adoption Date: 07/10/2019