



Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
5000	Student Policies	Local
Policy	Policy Title	
5300.65	Visitors to the Schools. - Code of Conduct	

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the student, teachers and other staff.

Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must enter through the designated single point of entry and report to the visitor registration desk upon arrival at the school. There they will be required to present photo identification, sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the visitor registration desk before leaving the building.
3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom or school activity while school is in session are required to arrange such visits in advance with the classroom teacher(s) and Building Principal, so that class disruption is kept to a minimum.
5. Student visitors from other schools, unless they have a specific reason and prior approval of the Superintendent, or his/her designee, shall not be given permission to enter school buildings.

6. Newly registered students may visit their perspective buildings by appointment.
7. Individual Board members shall have access to all facilities at such times as the facilities are open to the employees of the District. Such access shall not interfere with the conduct of the educational program.
8. Teachers are expected not to take class time to discuss individual matters with visitors.
9. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
10. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

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