

**SUBJECT: VISITORS TO THE SCHOOL**

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building 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:

- a) Anyone who is not a regular staff member or student of the school will be considered a visitor.
- b) All visitors to the school must report to the Office of the Principal upon arrival at the school. There they will be required to 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 Principal's Office before leaving the building.
- c) Visitors attending school functions that are open to the public, such as parent- teacher organization meetings or public gatherings, are not required to register.
- d) Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visit in advance with the classroom teacher(s), so that class disruption is kept to a minimum (such reason should be stated).
- e) Teachers will not take class time to discuss individual matters with visitors.
- f) Any unauthorized person on school property will be reported to the Principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- g) All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35

Adopted: 7/20/05  
Revised: