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| <h1>POLICY</h1> | 2024                       | 3200 |
|                 | <b>Community Relations</b> |      |

**Subject: Visitors to the School**

Visits to the district made by persons other than school personnel or students must be made in accordance with the following guidelines:

- a) School visits must be scheduled and approved by district level administrator/supervisor or building level administration.
- b) All school visits must begin at the District Office or a building main office to sign in and to acquire a Visitor's Badge.

It is a Class B misdemeanor to remain unlawfully in a public school building, or to refuse to leave the premises when personally asked to by any staff member. If the staff member feels threatened in any way and the visitor refuses to leave, the staff member is directed to call 911. The staff member should notify the building administrator about the situation as soon as possible.

The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Such procedures shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded.

Education Law Section 2802  
 Sections 140.10 and 240.35 of the Penal Law  
 Chapter 689 of the Laws of 1979

Approved: Board of Education  
 June 23, 1993

Approved: Board of Education  
 December 7, 2005

Approved: Board of Education  
 January 13, 2010

Approved: Board of Education  
 January 8, 2014

Approved: Board of Education  
 March 22, 2023

Approved: Board of Education  
 October 16, 2024