

SUBJECT: VISITORS TO THE SCHOOL

All visitors must comply with the District's *Code of Conduct*.

School Buildings

Visitors may not enter a building on school property unless they:

- a) First report to the main office and the building administrator to request permission to carry out the purpose of their visit;

OR

- b) Are invited to enter for a legitimate reason by an authorized employee;

OR

- c) Are attending a function to which the public is invited such as a play, meeting, sports event, election or similar activities;

OR

- d) Are registered participants in a District program;

OR

- e) Are participating in an activity authorized in accordance with Board policy and regulations regarding the use of school facilities.

In all cases, visitors must report directly to the room or area specified.

All buildings located on school property will display a sign in all main entrances which directs visitors to the main office.

School Property

Visitors on school property at any time must observe that the use of such property by students during school hours and activity hours will take precedent over all other activities.

- a) Visitors on school property must comply with the rules posted on exterior signs.
- b) All school properties will have at least one sign conspicuously posted. The sign will state:

Possessing alcoholic beverages or firearms, walking of dogs, dumping refuse, use of sports vehicles or any other disruptive or destructive activities on school property is forbidden.

(Continued)

SUBJECT: VISITORS TO THE SCHOOL (Cont'd.)

Loitering on school property is forbidden.

Entering or remaining in or about a school building without written authorization or other legitimate reason, or in violation of a request to leave by a principal or other person in charge of the premises, is forbidden. Violations will be prosecuted in accordance with Sections 140.10 and/or 240.35 of the Penal Law by order of the Board.

- c) District residents may use exterior property, such as tennis courts, playgrounds, and fields for their apparent intended purposes in a manner which does not violate the *Code of Conduct* or District Policies or Rules. To use school property on a regularly scheduled basis, District residents must obtain written approval from the building principal and the Director of Pupil Personnel Services.

Education Law § 2801
Penal Law §§ 140.10 and 240.35

Adopted: 5/9/06
Revised: 8/22/17; 1/15/19