

VISITORS TO THE SCHOOL

I. Statement of Policy

It is the policy of the Waterville Central School District to allow visits to the school buildings and facilities, according to the protocol issued herein to preserve the safety of students and staff and to avoid disruption of the educational program.

II. Protocol

In order to safeguard a school and classroom atmosphere the District establishes the following protocol for the governance of visitors to the schools. This is in addition to any rule, regulation, penalty or punishment under the provisions of existing state law.

- A. All visitors who have legitimate business in the public schools must report to the Main Office immediately upon entering a building, sign in and receive the permission of the Building Principal or his/her designee before visiting. The visitor must sign out at the conclusion of the visit.
- B. Parents/Guardians are welcome at school.
 - 1. Visitations to classrooms for any purpose require permission in advance from an administrator or his/her designee in order to allow teachers the opportunity to accommodate their schedules. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the Building Principal.
 - 2. Parents/guardians are encouraged to visit school counselors, school nurses, school psychologists and other support personnel by appointment to discuss any concerns the parent or guardian may have regarding a student.
- C. Guest speakers, invited by the teacher or club adviser, must have prior approval from the school principal. (See Regulation 1002.1).
- D. No staff member shall transact business with, or permit the continuing presence in the school of, a visitor who has not been duly registered. Unauthorized visitors should be reported to the Building Principal or his/her designee.
- E. The Superintendent and Building Principal each possess the authority to prohibit the entry of any person to the school premises, or to expel any person from the school premises, when the presence of such person is unauthorized or disruptive.

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If such individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request assistance from the local law enforcement agencies.

- F. Any visitors to the District must comply with all applicable Board Policy and Regulations including the Code of Conduct.
- G. Unauthorized visitors to the school buildings or grounds are subject to arrest under Sections 140.10 and 240.35 of the NYS Penal Law.

Waterville Central School District

Legal Ref : NYS Education Law §2801; NYS Penal Law §§ 140.10 and 240.35

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