



**Greenwood Lake Union Free School
District**

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PROCEDURES FOR VISITORS

Purpose

The District recognizes the valuable role parents, guardians, and community members play in supporting students' education. In balancing open community engagement with student and staff safety, the following visitor procedures have been established. Visitors are expected to conduct themselves in a manner that aligns with the procedures below, does not disrupt the academic process, and in accordance with the law, the District Code of Conduct and the District's Civility Policy.

Definition: For the purposes of this policy, a "visitor" is any individual who is not a current District employee, Board member, or enrolled student.

Visitor Protocols

1. Appointments Encouraged

- Visitors should schedule appointments with the appropriate school personnel before arriving at any District building.
- Unscheduled visitors may experience delays or be denied entry.

2. Single Point of Entry

- All visitors must enter through the designated secure main entrance at each school building.
- Entry at any other point is strictly prohibited.

3. Visitor Check-In Requirements

- Upon arrival, visitors must:
 - Present a valid government-issued photo identification.
 - Register through the District's visitor management system.
 - Clearly state the purpose of their visit and the individual(s) they are meeting.
- Staff will contact the appropriate office or personnel to confirm the appointment and approve visitor entry.

4. Issuance and Display of Visitor Pass

- Visitors will be issued a District visitor badge that must:
 - Include their name, photo, and date.
 - It must be worn visibly on the outermost garment at all times while in the facility.
- The badge must be returned, and the visitor must sign out upon completion of the visit.