



Greenwood Lake Union Free School District

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5. Handling Unscheduled Visitors

- If a visitor arrives without an appointment:
 - Administration or a designee must be contacted before granting access.
 - If cleared, the visitor may proceed, following the check-in process.
- If not cleared, the visitor will be politely denied access.

6. Code of Conduct Compliance

- All visitors are expected to comply with the District's Code of Conduct while on school property.
- Failure to comply may result in removal from the premises and possible prohibition from future visits.

7. Refusal of Entry and Trespass Warning

- The District reserves the right to refuse entry or request the departure of any visitor deemed to present a risk, disrupt the educational process, or violate policies.
- Visitors who refuse to leave when directed may be subject to arrest for trespassing under New York State Penal Law.

Civility and Decorum Policy (Board Policy 1235)

Standards of Civility

All schools should be places where mutual respect is practiced and reinforced. It is the policy of the Greenwood Lake Union Free School District to promote an environment in which all members of the school community treat each other civilly and with courtesy and respect in all contact, whether direct or indirect.

The district does not intend this policy to deprive any person of his/her First Amendment right to freedom of speech or expression. Rather, it seeks to maintain an environment in which people can feel safe, secure and mutually respected.

Expected Behavior

The Board of Education expects a standard of civility in words and actions whereby all administrative, professional and support staff, all students, parents, Board members, visitors and other members of the school community interact in a courteous, respectful manner. The Board recognizes that disagreements may occur, and members of the school community remain free to express their views. Rather, this expectation relates to the manner in which people communicate and interact with each other. Disrespectful, rude, abusive or intolerant behavior or language erodes education, is unacceptable and such behavior will be addressed when it occurs.

Unacceptable Behavior

Unacceptable behavior includes, but is not limited to, disruptive, demeaning or antagonistic behavior at school, at school-related meetings or at school-sponsored events and activities that interferes with such meetings or events or the participation at such meetings and events. The following are examples of such behavior:

- Using loud and/or offensive language, displays of temper, speaking in an insulting or demeaning manner, through personal actions, spoken words, graphic representations or in writing.
- Threatening or intimidating administrative, professional and support staff, students, parents, Board members, visitors and other members of the community.
- Behaving in physically or verbally intimidating manner.
- Damaging or destroying school property
- Sending abusive, threatening or obscene letters, e-mails or other electronic messages or voice messages.
- Discussing confidential student and/or personnel matters outside the appropriate school channels.

Adoption date:
July 1, 2022