



Visitor Code of Conduct & Access Guidelines

Summary of Official District Policies 3180 (Civility) & 3210 (Visitors to the School)

The School District is committed to providing a safe, secure, and respectful environment for students, staff, parents, and community members. To ensure orderly operations and prevent unauthorized entry, all visitors must strictly adhere to the following protocols and behavior expectations.

1. ARRIVAL & ENTRY PROTOCOL

Security Screening & Registration

All visitors must enter through Door 1 to state their official business.

OpenGate Weapons Detection: All visitors must pass through an OpenGate weapons detection system before gaining access to the building.

Strictly No Weapons Are Allowed on school property.

Electronic Visitor Management System (EVMS)

During school hours, all guests (including parents and volunteers) must participate in the verification process:

- **Identification:** Present a valid state or government-issued photo ID (such as a driver's license).
- **Background Check:** The EVMS will automatically check visitors against known sexual offender databases before entry is authorized.
- **Visitor Badges:** Upon approval, a physical visitor's badge will print. This badge **must be worn visibly** throughout the entire duration of the visit.
- **Check-Out:** Visitors must return the badge to the Main Office at the conclusion of their visit to be checked out of the building promptly.

Classroom Visits

Visits to individual classrooms require advance permission from the Building Principal to minimize scheduling disruptions.

Mutual Respect & Professionalism

District staff will treat parents and the public with respect, and expect the same in return. Communication should remain positive, constructive, and focused on providing proper role models for students.

Prohibited Behaviors

While this standard does not deprive any person of freedom of expression, the District strictly prohibits conduct that compromises a safe, harassment-free workplace. Unacceptable behaviors include:

- Using obscenities, demeaning, loud, demanding, or insulting language.
- Volatile, hostile, aggressive, or threatening actions.
- Disrupting school office operations, willfully causing property damage, or using offensive language capable of provoking violent reactions.

2. STANDARD OF CIVILITY

3. ENFORCEMENT & CONSEQUENCES

Refusal or Failure of Screening

Visitors who refuse to complete security screening (including OpenGate detection and EVMS), refuse to produce a valid photo ID, or fail database checks will not be permitted entry and must leave the premises immediately.

Handling Abusive or Disruptive Conduct

District employees are trained to handle uncivil behavior through a series of structured compliance steps:

- **Warning:** The employee will calmly and politely warn the individual to communicate civilly.
- **Termination:** If the behavior persists, the employee will verbally notify the individual that the meeting, conference, or telephone conversation is terminated.
- **Expulsion:** The individual will be directed to leave the District premises promptly. Any individual disrupting operations or threatening safety will be ordered to leave by the Principal or administrative designee.
- **Law Enforcement Intervention:** If an individual refuses to leave after being directed to do so, local police will be contacted immediately to respond and escort them from the premises.

Incident Documentation: When a policy violation occurs, staff members will notify their supervisor immediately, and file an official written incident report. A person who violates the visitor expectations may receive a follow up communication which could result in being banned from a building or district property.

Compliance with these protocols is mandatory pursuant to New York Education Law Section 2801 and Penal Law Sections 140.10 and 240.35. All visitors must fully comply with the District's official Code of Conduct.