

This policy will not apply to a school visitation by a family member to view a school or class play or other school function at his/her child's school.

The Superintendent will have the power and the authority to determine who may enter the school buildings where the business of a visitor is not covered by Section A.

Residents who wish to enter a school for reasons other than those stated in Section A will confer with the Superintendent of his/her designee.

- A. The following persons may visit schools during the school day for the reasons and under the procedures stated hereafter:
1. A parent, to confer with appropriate staff members to discuss the needs of his/her child as they relate to the child's school program.
 2. A former student, to confer with personnel assigned to maintain and disseminate student records. Procedures to be followed here are covered in Policy 5500, Education Records. Said student may also speak to classes as a graduate, if the visit has been arranged and coordinated by the appropriate department head or other administrator and has been approved by the principal.
 3. A representative of a professional, commercial, or governmental organization or of the PTA who is approved by the principal and has business to transact in the school. Any outside speaker or a recognized agency or organization, which regularly visits schools for instructional purposes and is approved by the principal.
 4. A member of a School Board Citizens Advisory Committee, when authorized by the committee and the Superintendent of Schools or his/her designee, to visit a school on committee business.
 5. A parent helper who has been assigned to assist a teacher in a particular class during or after school.
 6. A chaperone, who has volunteered to assist a teacher on a field trip.
 7. A Board of Elections volunteer, who has official business pertaining to elections, on an election day.
 8. Student teachers and observers, and professional visitors who have been approved by the appropriate district office official.

B. The following procedures are to be followed by visitors:

1. The visitor will sign in at the receptionist's desk, indicating the name of the person with whom s/he wishes to meet, put on an identification badge, proceed directly to the principal's office and indicate to the office personnel whether or not an appointment has been prearranged, and the specific purpose of such a visit. A parent picking up a child must also follow this procedure.
2. If a prior appointment has not been made, the visit will be permitted only with the approval of the principal. On receipt of such approval, the visitor will proceed directly to the building location designated by the principal for the transaction of the visitor's business. If the visit is not approved by the principal, the visitor must leave the school promptly.
3. A visitor will not loiter in the school before or after his/her visit or before or after leaving the principal's office, nor stop at or visit other places or people in the school other than those approved and designated.

Legal Reference: Penal Law 240.35

Board Approval Date: February 10, 1982
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