

POLICY

2019 3210

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

1. All visitors shall be required to report to the Main Office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the Building Principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

2. If a School Board member wishes to visit a building and/or classroom, he/she shall first notify the Superintendent of Schools of their intent before contacting the Building Principal with their request. The Building Principal will make the determination whether it is the appropriate time or place for the individual Board member to visit.

3. The Superintendent/designee will establish a process of identification for full and part-time employees, visitors, and substitute staff.

Education Law Section 2801
Penal Law Sections 140.10 and 240.35
Former Policy 3.2.4 Visits to Schools; 2/16/71
Amended 6/28/94
Amended 3/24/98
Adopted 4/27/10
Amended 11/12/13
Amended 4/23/19