

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

All visitors will 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.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

All visitors must comply with the District's *Code of Conduct*.

Electronic Visitor Management System

The District utilizes an electronic visitor management system (EVMS) in order to ensure the safety and welfare of its students, staff, and guests. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she must present a valid state or government issued photo ID, such as a valid driver's license. In the event the visitor does not possess a valid state or government issued photo ID, individuals must present photo identification with their name on it (e.g., credit card) and birthdate.

Prior to entry being permitted, the EVMS will check visitors against known sexual offender databases. Once the visitor's ID is scanned (or name and birthdate entered), the EVMS will print a visitor's badge which must be worn throughout the duration of the visit. Visitors should return this badge at the end of their visit so that they may be checked out of the building in a timely fashion. Visitors who refuse to produce IDs or fail the check of sexual offender databases, may be asked to either wait in the school building lobby or to leave school premises.

Large events (e.g., graduation ceremonies, plays, etc.) may make it logistically impossible to check all visitors against the sex offender registry in a timely fashion. In these circumstances, the Building Principal will ensure that all visitors are managed in such a way as to limit access to unnecessary parts of the school and adequate staff supervision will be in place. To the extent practicable, an RSVP list may be used to further control access.

tEducation Law § 2801
Penal Law §§ 140.10 and 240.35

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