

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

VISITORS TO THE SCHOOLS

Policy 1104

The Board of Education recognizes that the success of the school program depends, in part, on support by the larger community. The Board of Education wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the student, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for these visits. The Building Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor. Deliveries will be scheduled in advance and supervised by custodial personnel.
2. All visitors to the school must enter through the designated single point of entry and report to the security aide or personnel upon arrival at the school. There they will be required to present a driver's license or other photo identification, sign the visitor's register when requested to do so, and may be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the security aide or personnel before leaving the building.
3. Parents and/or guardians who wish to observe a school activity while school is in session are required to arrange the visits in advance with the classroom teacher(s) and Building Principal so that class disruption is kept to a minimum.
4. Unless specifically authorized to act on behalf of the Board of Education, an individual Board member has no right to make an official visit to the schools for the purposes of inspecting the schools, gathering information, or giving directions to any employee of the schools. The individual Board member's rights are no greater or different from those of any other individual. Unless attending upon matters relating to their own children or meetings or gatherings open to the general public, individual Board members will provide advance notice of a school visit to the President of the Board of Education and the Superintendent of Schools and will notify the Building Principal upon entering the building. Concerns or opinions related to the education program in individual school buildings will be directed to the Superintendent of Schools.
5. Any unauthorized person on school property will be reported to the Building Principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

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6. All visitors will abide by the rules for public conduct on school property contained in the Code of Conduct.

Cross Ref: Policy 5131 – Code of Character, Conduct and Support

Board of Education

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