**CODE OF CONDUCT**

**VISITORS TO THE SCHOOLS REGULATION**

In an effort to promote effective communication between the citizens of the community and the school system, the Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year when school is in session. At all times, the principal or designee is authorized to take any action necessary to secure the safety of students, school personnel and visitors. Unauthorized visitors or individuals who interfere with the learning environment and are disruptive shall be requested to leave school premises immediately, and will be subject to arrest and prosecution pursuant to the New York State Penal Law, if they refuse.

Visitors to the schools of the district shall be governed by the following rules at the time when students are in attendance:

1. For security purposes, the district maintains a single point of entry for each school building and as such, visitors to our schools must use the designated entrance. All other building entrance doors shall be locked.
2. Upon entering any school building, all visitors shall report to the designated reception area for the purpose of completing the necessary sign-in procedures. The primary function of the receptionist is to greet visitors, maintain school sign-in and sign-out procedures, and check identification. If any visitor does not follow established procedures as outlined in this regulation, the main office shall be alerted immediately.
3. Upon completion of the sign-in procedures, each visitor will be issued a Visitor’s Badge.
4. Once issued, the Visitor’s Badge must be displayed at all times.
5. For special events during the school day, alternative procedures may be enacted for issuing visitor badges. Registration shall not be required for school functions open to the public beyond the regular school day, whether or not school-related.
6. Parents/guardians wishing to speak with a specific teacher concerning the progress of a child must first make an appointment with the teacher. In addition, parents/guardians are encouraged to visit counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns the parent/guardian may have regarding their child, whether or not school-related.
7. All Guilderland Central School District employees are required to display conspicuously their identification badges during work hours while in any school building.
8. In order to protect students, staff, and facilities, no unauthorized persons shall be permitted to enter school premises unless they first report to the designated reception area and have a legitimate reason for being there. Any parents/guardians, visitors, or members of the public noticed at any time during school hours without a Visitor’s Badge or District ID should be reported immediately to the principal or Main Office.
9. The principal or designee is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse.
10. For those potential visitors other than parents/guardians, the principal of the school or designee must be contacted by the person or group wishing to visit, and prior approval must be obtained for the visit.
11. Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board policies and administrative regulations.
12. A copy of the Board of Education policy and regulations on Visitors to Schools will beavailableat the designated reception area and on the district’s website.

Cross-ref: 5300.70, Public Conduct on School Property

Ref: Education Law §§1708; 2801

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