

## Arlington Central School District

### Policy 3210 VISITORS TO THE SCHOOLS

The Board recognizes that a safe and secure environment is necessary for the successful implementation of the school program. Since our schools and the Central Administrative Office (CAO) are places of work and learning, a procedure must be established for school visitors.

The building administrator or designee is responsible for all persons in the building and on the grounds. Any person who is not a District employee or student of the school is considered a visitor.

Visitors who desire to visit a school or CAO must have an appointment or shall do so with the permission of the appropriate administrative staff member. Appointments must be made in order to volunteer in a classroom, to discuss concerns with a teacher or school counselor, or to meet with any other school personnel.

The following procedure applies to each visitor, every time they visit our schools and CAO when school is in session:

- a. All visitors to the schools or CAO must enter and exit through the designated single point of entry/exit - the main entrance.
- b. In order to be buzzed into the building, the visitor should:
  1. Show a photo ID to the camera; and
  2. Identify the purpose of their visit, including with whom they have a scheduled appointment.
- c. Upon being granted entry, the visitor must report directly to the building greeter and show photo identification.
- d. Provided the visitor has an appointment, the greeter will sign the visitor in on the visitor log and issue a visitor badge. The badge must be worn and displayed at all times while in the school or on school grounds. Visitors are only permitted in the area of their appointment.
- e. When possible, the person being visited or another building employee should meet the visitor in the main lobby and escort them to their destination.
- f. When the visit is complete, the visitor must return the visitor badge to the greeter at the main entrance and exit the building. Visitors should not use other exit doors unless there is an emergency in the building requiring evacuation.
- g. Any person needing to drop items off for a student or staff member should leave the item in the main lobby with the greeter. It is not necessary to permit the person into the building and register them as a visitor.

The Superintendent of Schools or designee may refuse any individual or group access to the schools when the stated purpose is judged to be unreasonable, disruptive, or not in the best interest of the students.

The building administrator or designee is authorized to take any action necessary to secure the safety of students and school personnel.

Unauthorized visitors shall be required 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.

All visitors are expected to abide by the rules for public conduct on school property contained in the District Code of Conduct. Any visitor who does not abide by the District Code of Conduct will be considered an unauthorized person and will be required to leave.

Education Law Section 1708; 2801

NOTE: Refer also to Policy #6000 -- Identification Badges

District Code of Conduct

Effective: 9/1/13

Adopted: 4/23/13

Revised: 6/26/18

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