

## **SUBJECT: VISITORS TO THE SCHOOL**

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. The Board views these visits as constructive; however, no such visit will be permitted to interfere with the educational process.

The Board recognizes that many visitations that will occur are regularly scheduled events, e.g., parent-teacher organization meetings and public gatherings.

Parents who desire to visit their child's classroom must have prior approval from the building principal. The building principal may deny requests to visit if he/she determines the purpose of the visit is inappropriate, disruptive or interferes with staff or student supervision.

Student visitors from other schools, unless they have a specific reason and prior approval of the Superintendent of Schools or his/her designee, are not permitted to enter school buildings. Recent graduates of the Churchville-Chili Central School District must have prior permission from the building principal and teacher of each classroom they wish to visit. New students accompanied by their parents and escorted by a Churchville-Chili staff member are always welcome.

Visits to school buildings are to be in accordance with Board policy and the District Code of Conduct. A violation of the visitation policy and/or the Code of Conduct will be prosecuted pursuant to New York State law.

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

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.

### **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. Prior to entry permission, the EVMS will check visitors against known sexual offender databases. After scanning the visitor's ID, the EVMS will print a visitor's badge that 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 either to wait in the school building lobby or to leave school premises.

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35  
District Code of Conduct

Adopted: 7/10/2001

Revised: 2/13/2018