

5300.65 VISITORS TO THE SCHOOL

The primary responsibility of every school district is to ensure a safe and secure environment for students, staff and visitors. In order to enhance school safety, the District has taken measures to incorporate new procedures developed in collaboration with Department of Homeland Security and the Nassau County Police Department. Accordingly, this policy is being updated to reflect the updated policies and procedures.

I. Overview

The Board of Education understands that from time to time during the course of the school year parents or guardians and other citizens have a need to visit the District's schools.

There are occasions when parents or guardians desire to visit their child's school at other than regularly scheduled times. While these visits are important and constructive, student and staff safety is paramount and visits cannot be permitted to interfere with the educational process or student safety. Parents or guardians may visit their child's school at other times in order to attend regularly scheduled events, *e.g.*, athletic events, concerts, parent-teacher organization meetings, extracurricular events or public gatherings.

Visits to school buildings are to be in accordance with the Board regulations posted in conspicuous places.

Building Principals, security guards and building greeters are authorized to take any action they deem to be necessary in order 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. A violation of this visitation policy shall be prosecuted pursuant to New York State law.

II. Visitations During the School Day

When visitations occur during the school day, individuals who are not students or staff must obtain approval for the visit prior to coming to the school via a confirmed appointment with a staff member.

Appointments should only be made **on the basis of a defined need**. Parents or guardians wishing to speak with a specific teacher or staff member concerning any problems or concerns the parent or guardian may have regarding the student, whether or not school-related, must make a confirmed appointment **scheduled in advance** with their child's teacher, guidance counselor, district personnel and/or Building Principal.

1. Arrival at a School Campus

- a. Upon arrival to the Secondary School campus, visitors shall report to the security guard/greeter at the Secondary School campus entrance to confirm their appointment. Visitors will not be permitted to enter the campus unless they are determined to have an appointment at the school or at the District Office. Once admitted to campus, visitors to the school will proceed to the main entrance of the Middle School or to the main entrance of the District Office.
- b. Upon arrival to either of the elementary schools, visitors shall report to the school's main entrance. Visitors will not be permitted to proceed beyond the security vestibule unless the guard/greeter confirms the individual's identity and confirms that the individual has an appointment.

2. Identification and Confirmation of a Scheduled Appointment

- a. The security guard/greeter must confirm: (1) who the individual is and (2) whether the individual's name appears on that day's list of scheduled appointments. Identification and confirmation of an appointment rests in the sole discretion of the guard/greeter.
- b. If the individual is planning to attend a large group meeting or event, it is necessary for them to bring photo ID. The individual's name should appear on a pre-authorized list of attendees for expedited access to the meeting or event. Meeting facilitators (including SCA, CASA, etc.) should ask participants to RSVP and in advance of the meeting provide the most updated list of attendees to the school.
- c. Visitors, including students from other schools or Manhasset alumni, will be held to the same appointment based requirement and are not permitted to visit without an appointment.

3. Visitor’s Log

Once the guard/greeter confirms that an individual has a scheduled appointment with a staff member, they will be admitted into the security vestibule. Visitors must provide government issued photo ID (state drivers’ license or equivalent) to identify themselves and will be asked to sign their name in the visitors’ log.

To be issued Visitors Access Pass, a visitor will be asked to leave their photo ID in safekeeping with the guard/greeter. The photo ID will be returned to the visitor when they surrender their Visitor’s Access Pass to the guard/greeter and leave the building.

The Visitor’s Access Pass must be displayed at all times while on campus or in a school building. Visitors must not wander in the school building or go beyond the confines of their specific meeting.

Visitors may be escorted to their appointment, in certain cases, or at the sole discretion of the guard/greeter or Building Principal, visitors may travel to their destination without an escort.

4. Item Drop-Off

The Board recognizes that there are times when students may need an item to be dropped off at school during the school day, such as a large musical instrument, athletic equipment, a class project or medication. The Board has established the following protocols for such instances:

- a. The parent or guardian must adhere to a specific time-frame:
 - At the Secondary School: (8:30 am - 10:00 am and 2:00 pm - 2:45 pm)
 - At Munsey Park Elementary: (9:30 am -11 am)
 - At Shelter Rock Elementary: (9 am - 10:30 am)
- b. Families will not gain access to the school to drop off items for their child. Bins will be placed in the security vestibule area allowing for parents or guardians to drop off permitted items for their child. Under no circumstances may food or beverages or medication be placed in the bins.
- c. Food and beverages are prohibited from being dropped off at any of the District’s schools. (As a reminder, school lunch

accounts may be replenished online, so there should not be any concern regarding a student not having access to a meal during the school day).

- d. Medical issues that require the drop-off of medication or other health-related items should be communicated with the Health Office (at the Secondary School) and with the Main Office (at Munsey Park Elementary and Shelter Rock Elementary). Parents or guardians must make an appointment with the respective school nurse to arrange for the drop-off.

5. Scheduled Events

Individuals coming to one of the District's schools to attend an event (*e.g.*, classroom or grade-level presentation, concert, show, athletic event) should ensure that their names are on a list of attendees, or that they have a ticket to attend the event. Attendees are encouraged to arrive sufficiently early to allow plenty of time to go through the security process, in order to make it to the activity on time.

Registration shall not be required for school functions open to the public, whether or not school-related.

6. Picking up / Dropping off Students during the school day

Parents or guardians (or an individual designated by them) who need to pick up or drop off their student from school due to illness or medical appointments outside of school are reminded that the following procedures must be followed in order for a student to legally sign out of school prior to the end of their regular school day:

- a. The parent or guardian calls the Attendance Office (at the Secondary School) or the Main Office (at or either Munsey Park Elementary or Shelter Rock Elementary), or sends their child to the respective office with a note indicating that the student will be leaving school early that day.
- b. At the scheduled time of departure, the student reports to the Attendance Office (at the Secondary School) or the Main Office (at either Munsey Park Elementary or Shelter Rock Elementary) to confirm with the staff that they are leaving.
- c. To physically sign out the child, the parent or guardian (or the individual specifically designated by them) comes into

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the Attendance Office (at the Secondary School, or the Health Office in the event that the student is being sent home due to illness), or the Main Office (at either Munsey Park Elementary or Shelter Rock Elementary).

- d. The parent or guardian (or the individual specifically designated by them) physically signs the pink dismissal sheet, in the relevant Office, indicating that the child is officially leaving the building.

Students cannot legally leave the school, for the day, unless these procedures are met. Failure to do so will lead to disciplinary consequences for the student.

Ref: Education Law §§1708; 2801

ADOPTED: March 14, 1994

AMENDED: June 21, 2001

AMENDED: April 16, 2019

Previously merged into this Policy #5300.65:

1240 Visitors to the Schools

1240-R Visitors to the Schools Regulation

1520 Public Conduct on School Property