

## **INTRUDERS IN THE GREAT NECK SCHOOLS**

In the event that an unauthorized person trespasses on school property or attempts to use school facilities including buildings, grounds, or equipment, the following procedures will be observed:

1. Any available school district employee shall ask the intruder to leave and shall immediately notify the principal or his/her designee.
2. If the intruder is unwilling to leave the school building or school property upon request, the principal or his/her designee shall summon police assistance.
3. If the intruder leaves upon request, a report of the incident shall be filed in the principal's office, and the principal, at his/her discretion, may notify the police.