

**CODE OF CONDUCT: VISITORS TO THE SCHOOLS**

As the Great Neck Public Schools are places of work and learning certain limits must be set for visits to the schools. The building principal or his/her designee is responsible for all persons in the building and on the grounds. This is a shared responsibility, and it is expected that all staff will confirm that any visitors to a school are there for legitimate purposes.

In order to foster a secure environment for students and staff, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to a school must enter through a designated single point of entry. They will be required to present photo identification, sign the visitor's register and will be issued a visitor's identification badge which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge before leaving the building.
3. Visitors attending school functions that are open to the public before, during or after regular school hours, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Visits for reasons other than attendance at school activities must be prearranged with the building principal.
5. Teachers are expected to not take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by Board of Education Policy 5300.70, *Code of Conduct: Public Conduct on School Property*.

***Great Neck Public Schools***

***Adopted: 6/25/01***

***Amended: 10/15/12; 5/13/13***