

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 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 shall 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 shall be considered a visitor.
2. All visitors to a school must enter through a designated single point of entry. In accordance with [Policy 8105 Identification Badges](#), they shall be required to present photo identification, and shall be issued a visitor's identification badge which must be worn at all times and visibly displayed 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 shall be reported to the building Principal or designee. Unauthorized persons shall 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

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Amended: 10/15/12; 5/13/13; 8/29/19