

## VISITORS TO SCHOOLS

### 1. General Policy

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. All visitors to school properties and events will abide by the Code of Conduct policy (1400).

The Board recognizes that many visits that occur are regularly scheduled events, e.g., parent-teacher, organization meetings, public gatherings, sporting events, etc. The Board also encourages supportive visits from parents, family members, and others to collaboratively enhance school communities. School staff will respond promptly to parent requests to establish mutually agreeable visiting plans. The Board views these visits as constructive; however, no such visit shall be permitted to interfere with the educational process. If there are no emergencies, making prior appointments is encouraged.

School-based and District family engagement staff should be consulted when necessary for assistance in optimizing school/classroom observation and participation by family members. Family engagement staff shall be consulted in any visiting encounter that an educator or family member believes may interfere with the educational process.

Each school is to notify parents, guardians, and authorized educational support individuals of the procedures for arranging classroom visits.

#### **Definitions**

##### **Parent**

The federal definition refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). Courts that identify a custodial parent are recognized through legal documentation.

##### **General Requirements for Visiting Schools**

Anyone who is not a student or District staff member or officer shall be considered a visitor and shall enter through the designated single-entry point for the school. All visitors must report immediately to the school office or security desk, sign into the school and obtain a visitor's pass. Photo identification or District identification and signing of the visitors' register is required in order to obtain a visitor's pass. The visitor's pass or District identification must be worn at all times while in the school or on school grounds.

Visitors attending school functions that are after school hours and open to the public are not required to register in the school office, but may be asked to sign in for the event.

##### **School Visits from Parents and Authorized Individuals Providing Educational Support**

Parents or guardians may designate in writing an individual to serve as a provider of educational support for their children. Such educational support providers should generally receive similar access,

cooperation, and family engagement support regarding school visits as formal parents or guardians receive.

Parents and other authorized persons should also go directly to the school office when coming to pick up their children during the school day. The school office must be notified in advance as much as possible if a student needs to leave school early. Parents and other authorized persons must show their personal identification, and sign their children out of the school before removing their children from their educational setting.

**All Other Visitors to Schools**

Anyone who is not a parent, guardian, authorized educational support person, student, District staff member or officer may only visit a school building with the permission of an appropriate administrative staff member.

Student visitors from other schools shall not be given permission to enter school buildings, unless they have a specific reason to do so and prior approval from the building administrator.

**Unauthorized Persons on School Property**

Any unauthorized person (including individuals that are barred) on school property will be reported to the Principal or their designee, and will be asked to leave. An unauthorized person’s refusal to leave District property when requested may result in the police being contacted to intervene. Custodial parents that may be unauthorized must gain consent from the building administrator and/or designee of the Superintendent of Schools.

**2. Searches of Persons and Parcels Entering District Property**

The safety of our students, staff, visitors, and property is a matter of critical importance. As with courthouses, airports, monuments and other government facilities, there is special concern in modern times about the risks of violence and of drug activities, which are all the more acute in facilities used by children.

All persons entering any District property, therefore, are subject to search of their person and parcels to the fullest extent authorized by federal or state law for persons entering other public buildings and facilities. Any person entering any District property is deemed to have consented to such search of person and parcels. No person refusing such search shall be permitted to remain on District property. The search can be completed by a school administrator or safety and security officer of the Rochester City School District.

**3. Recruiters**

All recruiters shall be treated uniformly in the conduct of on-campus student recruitment. Scheduling of recruiting visits will be arranged and announced through the school counseling office. When recruiting visit(s) by potential employers or educational providers who have asserted a legal right to restrict membership or employment (see Policy 1240.1) are arranged for a general school population of a District school, as in the case of a “career night” or similar group event, then in addition to space for such educational or employment recruiters, space for informational displays shall also be made available to recognized advocacy groups who apply for such space. For such events, to provide notice to such recognized advocacy groups, to students, and to parents and guardians, the school counseling

office will contact the District Communications Office so that a press release regarding the event can be issued.

No organization shall be permitted in any District building for the purpose of recruiting District students if such organization has a stated policy which discriminates against any person on the basis of race, color, religion, disability, sex, creed, political beliefs, age, economic status, marital status or sexual orientation, until such time as these discriminatory policies are discontinued; provided, however, that where by statute, judicial decision, or federal or state regulation an organization is legally permitted to restrict its hiring or membership practices, recruiting will be permitted subject to the provisions of Policy 1240.1. A list of organizations that apply to the District for access to recruit under Policy 1240.1 shall be maintained by the District and available through the Office of Communications and the Office of Legal Counsel.

Recruiters will be afforded the opportunity to conduct meetings during the school day with those students who are interested. All group meetings shall be scheduled through the school counseling office. Follow-up visits by recruiters in order to meet with individual students will be permitted only by the request of the individual student involved and with the authorization of the student's school counselor. Requests for follow-up individual meetings shall be scheduled through the individual student's school counselor. However, whenever a military recruiter schedules a visit to a school, the school scheduler (school counselor) is required to notify the District Communications Office, which is required to notify providers of alternative counseling.

Organizations and groups wishing to provide alternative information to students regarding individual recruiters will be provided an opportunity to do so at times and in places as determined by the school counseling office. The "Rights and Responsibilities of Secondary Students" handbook, adopted as policy by the Board, provides that students have the right to draft counseling.

"Directory information" such as names, address, and telephone numbers of students shall be available for release only in the manner and to the extent permitted by the Family Educational Rights and Privacy Act (FERPA), 20 USC § 1232g et seq. It is the policy of this District that parents (or students over the age of eighteen) may file an election to prevent the release of their students' directory information (i.e. "opting out"). Information regarding the election to "opt out" of releasing a student's directory information must be included in the student's record.

The process for "opting out" shall be included in the School Calendar each year, and shall also be available on the District web site. (Please refer to the policy, Recruiting by Organizations with Restrictive Membership or Employment Practices Authorized and Permitted by Law (1240.1), for further information about "opting out" of sharing student directory information).

Visits to school buildings are to be in accordance with the Board regulations posted in conspicuous places. A violation of the visitation policy shall be prosecuted pursuant to New York State law.

Cross-ref: Recruiting by Organizations with Restrictive Membership or Employment Practices Authorized and Permitted by Law (1240.1)  
Code of Conduct (1400)

Ref: Education Law §§1708; 2801  
Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g et seq.

Notes: Prior policies, Policy Manual, Military Recruitment (December 5, 1991); revised August 20, 1998; October 17, 2002; July 17, 2003; revised May 22, 2014 pursuant to Resolution No. 2013-14: 649; Amended March 23, 2017 pursuant to Resolution No. 2016-17: 630; Amended December 20, 2018; Amended October 19, 2023 pursuant to Resolution No. 2023-24: 415

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