

Island Park UFSD
Revision to Policy #3116 - Visitor Procedures and Enrollment Protocol:
Pre-K, Kindergarten, Grades 1-8

Visitors to the district are considered to be any person who is not currently a district student, employee, or otherwise authorized to be on school property. Visitors to all school buildings and property of the district are governed by the district's Code of Conduct (go to www.ips.k12.ny.us, click on District tab, then select Policies/Practices and Code of Conduct). In addition, the following apply:

1. To enter the building, visitors are expected to have a scheduled appointment. If they do not have an appointment, they will be directed to the Central Office Administration Offices at 99 Radcliffe Road.
2. The building principal or an assigned administrator is responsible for ensuring compliance with procedures for the registration and authorization of visitors to his/her building.
3. All visitors must request entrance to school facilities through the designated main entrance and will be processed using the District's Visitor Management System which will, upon presentation of a NYS governmental photo identification, produce a visitor pass and photo of the individual. The visitor is responsible to wear the pass for the duration of their visit. Visitors must, upon exiting the facility, return the pass to the security desk at the main entrance.
4. Visitors who cannot present a NYS driver's license or NYS DMV identification card are asked to present non-NYS photo identification such as a U.S. or passport of another country or out-of-state driver's license. Visitors will be admitted with one of these, if they have an appointment with an administrator or teacher. The person will also be added to the District's Visitor Management System.
5. Sample questions that the security aide may ask the Visitor include:
 - a. Hello. How may I be of help?
 - b. Do you have an appointment? With whom? At what time?
 - c. What photo identification can you present?
6. Appointments must be confirmed with the appropriate person(s) prior to granting entrance to visitors.

Enrollment is conducted on specified dates during designated hours as noted on the district calendar for Pre-kindergarten and Kindergarten. Enrollment is conducted on a rolling basis through Mrs. DiLorenzo in the Administration Offices year-round when schools are open (8:30 am-4:30 pm). Mrs. DiLorenzo assists parents in making an appointment with Dr. Scimeca, Director of Special Services when parents seek enrollment for Special Education Services.

Sign-in registration will be required for school functions open to the public. All regulations pertaining to the use of school property and facilities remain in force. The principal or his/her designee is authorized to take any action necessary to ensure the security/safety of students and all school personnel. An individual denied access may also be referred by the principal to the superintendent or his/her designee. Unauthorized visitors may be requested to leave school premises immediately and will be subject to arrest and prosecution for trespassing, pursuant to New York State Penal Law if they fail to comply.

Parents visiting special programs within the district during the school day may be limited in number to ensure that safety and security protocols can be followed during emergency drills and situations.

All visitors (including district parents) attending sports events must comply with the security arrangements established by the principal during the hours of 3:45 pm to 6:00 pm.

Revision of Regulation to Policy #3116 – Visitors

All staff members must inform the general office immediately of any suspected unauthorized visitor in the building or schoolyard.

Unauthorized persons will be asked to leave. If they do not comply, law enforcement agency will be summoned.

Parents taking children out of school before normal dismissal time with an appointment scheduled by the school nurse or school secretary shall sign their children out in the Health Office.

The Health Office shall be the final clearing area before a child is dismissed from school before regular time. Special coded notation shall be made of pupil health cards mandating court orders of parental guardianship. Health records must be checked before any pupil can be dismissed early from school. The Principal shall alert staff members he feels should be knowledgeable of court ordered guardianships.

First Reading:

August 29, 2016