

Community Relations

Mount Pleasant Cottage School Union Free School District**SUBJECT: VISITORS TO THE SCHOOL**

All visitors shall be required to report to the Main Office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the Building Principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Parent/Guardian Visitation Policy

Parents are welcome to visit the Mount Pleasant Cottage School UFSD after consultation with the appropriate Principal from our MPCS High School, MPCS Elementary/Middle School or Edenwald School. School based counselors and teachers may also arrange for parents to visit the school after consultation with the appropriate Principal. In order to allow for the least disruption to our programs, we ask that all visitors follow the guidelines below:

- a) Persons who are not students or staff are considered visitors and must report immediately to the school office when they enter a school building.
- b) The appropriate Principal must be contacted by the school office staff and must approve all visits. Parents or guardians of resident students must receive approval from the Agency before visiting a student.
- c) All visitors must sign in.
- d) Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the agency, the Principal and/or the classroom teacher(s), so that class disruption is kept to a minimum.
- e) Teachers are expected not to take class time to discuss individual matters with visitors.
- f) Visitors must wear a Visitors Pass which is to be returned to the offices upon sign out.
- g) 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.
- h) Visitors attending school functions that are open to the public such as parent-teacher organization meetings or public gatherings, are not required to register.
- i) All visitors must follow the Code of Conduct while in the District.

Education Law Section 2801
Penal Law Sections 140.10 and 240.35

Adoption Date: 6/10/13