



# POUGHKEEPSIE CITY SCHOOL DISTRICT

18 South Perry Street, Poughkeepsie, New York 12601

Telephone (845) 451- 4900

## VISITOR PROCEDURES

The district recognizes that a safe and secure environment is necessary for the successful implementation of the school program. Since our schools are places of work and learning, a procedure must be established **for all visitors**.

The building administrator or designee is responsible for all persons in the building and on the grounds. Any person who is not a District employee or student of the school is considered a **visitor**.

Visitors who desire to visit a school or central office must have an appointment or shall do so only with the permission of the appropriate administrative staff member. Appointments must be made in order to volunteer in a classroom, to discuss concerns with a teacher or school counselor, or to meet with any other school personnel.

The following procedure applies to each visitor, every time they visit our schools and central office when school is in session:

- a. All visitors to the schools or central office must enter and exit through the designated single point of entry/exit - the main entrance.
- b. In order to be buzzed into the building, the visitor should:
  1. Show a photo ID
  2. Identify the purpose of their visit, including with whom they have a scheduled appointment.  
(Pre-verification list of visitors be provided to the greeter)
- c. Upon being granted entry, the visitor must report directly to the building greeter and show photo identification.
- d. Provided the visitor has an appointment, the greeter will sign the visitor in on the visitor log and issue a visitor badge. The badge must be worn and displayed at all times while in the school or on school grounds. Visitors are only permitted in the area of their appointment.

- e. When possible, the visitor will be escorted to the permitted area of their appointment.
- f. When the visit is complete, the visitor must return the visitor badge to the greeter at the main entrance and exit the building. Visitors should not use other exit doors unless there is an emergency in the building requiring evacuation.
- g. Any person needing to drop items off for a student or staff member should leave the item in the main lobby with the greeter. It is not necessary to permit the person into the building and register them as a visitor.

The Superintendent of Schools, or designee along with building level administrators may refuse any individual or group access to the schools when the stated purpose is judged to be unreasonable, disruptive, or not in the best interest of the students.

The building administrator or designee is authorized to take any action necessary to secure the safety of students and school personnel.

Unauthorized visitors shall be required to leave school premises immediately and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse.

All visitors are expected to abide by the rules for public conduct on school property contained in the District Code of Conduct. Any visitor who does not abide by the District Code of Conduct will be considered an unauthorized person and will be required to leave.



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## **Protocols for Greeters:**

### **Elementary Schools:**

1. Elementary Schools when individuals are at the front door do not let them enter until the following necessary steps have been taken.
2. Greet them with the greeting according to the time of the day via intercom. For example good morning, good afternoon, good evening.
3. Ask them what the nature of their business is for the day.
4. If they are there to see someone, verify their appointment with the main office.
5. If they are there to pick up a student, verify their identification (have them hold ID up to the intercom camera) then check with the main office and/or infinite campus to ensure they are authorized to pick up the student.
6. Do not let the individual into the building until this information has been verified and confirmed.
7. If applicable, ask them to check their temperature and fill out a health form.

8. Once the main office verifies the information, have them sign in and then you may allow them to wait in the main office.
9. When the individuals leave, have them sign out with the time they exited.
10. Remember at all times to be respectful, courteous and professional to all individuals.

### **Secondary Schools:**

1. When individuals enter any building.
2. Greet them with the greeting according to the time of the day via intercom. For example good morning, good afternoon, good evening.
3. If applicable, ask them to check their temperature and fill out a health form.
4. Ask them what the nature of their business is for the day.
5. Ask them for Identification and have them sign in with the time of day.
6. If they are there to pick up a student, verify their identification (have them hold ID up to the intercom camera) then check with the main office and/or infinite campus to ensure they are authorized to pick up the student.
7. If they are there to see someone, verify their appointment with the main office.
8. Then contact the individual via phone to verify that they are supposed to be meeting with the individual. (Please do not utilize the speaker phone, discretion is important)
9. Do not let the individual into the main office until this information has been verified and confirmed.

10. Contact the main office and let them know who the individual is and what's the nature of their business. Once the main office says it is ok then you may allow them to wait in the main office.

11. When the individual/s leave, have them sign out with the time they exited.

Remember at all times to be respectful, courteous and professional to all individuals.