

Port Chester High School Visitor Policy

Port Chester High School administration welcomes parents and other community members to witness firsthand the hard work of students and employees. Whether it is a performance, sporting event, meeting, or other form of school related event, visitors are welcome. The Port Chester High School administration also desires to balance an open and welcoming atmosphere with the need to safeguard against disruption of the educational process and to ensure the security of the school. For those reasons, the following is our policy for visiting Port Chester High School.

Between the hours of 7:00 a.m. and 3:00 p.m. on a day when school is in session, only parents or guardians of Port Chester High School students are permitted to visit. Parents and legal guardians do not need to have an appointment to visit but must enter the building at our main entrance and comply with the sign-in procedures at the center desk. Parents must present a valid form of photo identification, must be signed in by school personnel, and must be given and wear a visitor's pass which must be visible at all times. Parents are encouraged to make an appointment in advance with whom they want to visit. Parents are not allowed to go to a classroom while there is instruction taking place unless given permission to do so by an administrator.

Visitors, other than parents of Port Chester High School students, are only allowed to visit if given permission by Port Chester High School Administration. Permission will only be granted to non-parents if they have an appointment with an employee in the building or if they have other school-related business to conduct at the high school. This prohibition includes former students, former employees, and/or friends and family of employees. Visitors who are not parents of Port Chester High school students must present a valid form of photo identification, must be signed in by school personnel, and must be given and wear a visitor's pass which must remain visible at all times.

For safety and security reasons, students and employees are prohibited from allowing any visitors in the building through any entrance other than the main entrance at the center of the building.

After school hours, all visitors are welcome and they are not subject to sign-in procedures. Regardless of the time of day, visitors are required to adhere to all Board of Education policies regarding acceptable conduct on school property (see the searchable Board of Education Policy Manual on the district's website at https://boardpolicyonline.com/?b=port_chester_rye).