



## Pearl River School District

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**Marco F. Pochintesta**  
Superintendent of Schools

September 28, 2018

Dear Pearl River School Community,

As you know, this summer the capital project construction work began. At our elementary schools, a major portion of the work focused on creating secure vestibules at the main entrances. We anticipate completion of the vestibules by the end of October. Part of the next phase of construction is to create secure vestibules at the middle school and high school as well. In conjunction with this, the Board of Education adopted a new visitor policy which is attached to this letter. The policy requires that all visitors to any school building present a photo ID in order to enter. We know that this is a change in practice especially in our smaller schools where office staff and administration are familiar with many of their families, however, this policy will apply to all visitors. Building Principals will communicate with parents any information regarding this policy that is specific to their school building as needed.

I ask that you take a moment to read the policy. Effective October 1st, all visitors will be required to present a photo id and sign in order to enter the building. As this is new for our district, we will keep you updated should there be any changes, additions or clarifications to the policy.

I thank you in advance for your cooperation as we transition to new security procedures.

Sincerely,

A handwritten signature in black ink that reads 'Marco F. Pochintesta'.

## **1240 VISITORS TO THE SCHOOLS**

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principals or their designees are responsible for all persons in their building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must enter through the designated single point of entry and report to the greeter/main office upon arrival at the school. There they will be required to present photo identification, sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the greeter/main office and sign out before leaving the building.
3. Visitors attending school functions that are open to the public after regular school hours, such as parent organization meetings or public gatherings, are not required to register.
4. Appointments for parents or guardians to observe a classroom or school activity other than regularly scheduled times shall be made on the basis of a defined need and shall be made only with the approval of the Principal.
5. Teachers are expected not to take class time to discuss individual matters with visitors. Conferences to discuss individual matters are to be arranged in advance through the classroom teacher(s) and the building principal.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police will be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in the Pearl River School District Code of Conduct.

Adoption date: December 12, 1995

Revised and readopted date: September 12, 2018