

**AUTHORIZED AND UNAUTHORIZED PERSONNEL
IN SCHOOL BUILDINGS OR ON SCHOOL PROPERTY**

Regulations will be established specifying those persons authorized to be present in a District Building or on school property. Signs advertising essential regulations will be prominently posted. Regulations concerning unauthorized personnel will be carefully enforced.

A. Provision will be made by each building principal to record the presence of all people in his building.

1. Students

The presence of students is noted each day as a part of the attendance procedures.

2. Students not enrolled in that building may request permission from the principal to accompany another student to his classes. Except in unusual circumstances, such permission will not be granted.

All other students who wish to visit the building are noted under the category of visitors in paragraph 5 below.

3. Professional employees

The presence of professional staff members assigned to a building, part-time or full time, is recorded on a sign-in sheet. This category also includes interns, *student* teachers, etc. Administrators other than those assigned to the building will make their presence in the building known by signing the register for guests, and, where possible, by speaking directly to the principal or his secretary. *All professional staff members must possess and display their identification badges while at work.*

4. Non-Instructional employees

- a. *All non-instructional personnel must possess and display their Lindenhurst employee identification badges while at work.* Members of the clerical staff will record their presence in the building by way of a sign-in sheet. Clerical staff includes teacher aides.
- b. Members of the custodial staff assigned to the building will punch in and out on a time clock.
- c. Members of the buildings and grounds staff working temporarily in a building *will sign the attendance sheet.* They must carry a District identification *badge* should they be challenged by building personnel.

5. Visitors

All other people, including parents, salesmen, guests, board members, students not assigned to that building or any other person not specified in the previous four paragraphs are to sign in and receive a visitor's pass at the buildings greeters desk.

- a. Approval of the person's presence in the building will be given by the principal or his designee. Visible identification, such as a badge, indicating such approval, should be given each visitor. The visitor should sign in and sign out of the register for visitors.
 - b. Visitors who wish to speak to a teacher should do so before or after the hours of the school day or, at the discretion of the teacher, during the teacher's professional period.
 - c. Visitors may speak to members of the student body about college admissions and other topics which are directly related to the functioning of the school with the approval of the principal. Teachers, with the approval of the principal, may invite political speakers provided all sides of the question are presented. Highly controversial speakers should normally be heard outside of the school day and only with the consent of the Board of Education. Student attendance will be optional.
 - d. The contact of students by police in school is explicitly defined in Policy No. 4850.
- B. Unauthorized personnel will be requested to leave the school and school grounds. Security personnel and/or the police will be called and charges of trespassing filed if any unauthorized person does not comply with this request.

Adoption date: February 4, 2009