

# AUTISM SERVICES, INC.



## **Policies & Procedures**

### **School Visitor Policy**

**Created: 5/3/18**

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#### **Applies to:**

Education Program

#### **Policy:**

##### ***Visitors to Schools***

The Autism Services Education Program recognizes that the success of schools depends, in part, on support by the larger community. However, since schools are a place of work and learning, certain limits must be set surrounding visits to the schools. Additionally, a policy aimed towards that end is required by Education Law §2801 and 8 NYCRR §100.2(l)(2).

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 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 on school grounds. The visitor must return the identification badge to the main office before leaving the building.
3. Visitors attending school functions that are open to the public, such as agency events, are not required to register in the main office.
4. Parents or citizens who wish to visit a school during regular school hours are required to arrange such visits in advance with the Principal, so that class disruption is kept to a minimum.
5. 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 may be called if the situation warrants.

6. All visitors are expected to abide by the rules for public conduct on school property contained in the following sections.

### ***Public Conduct on School Property***

ASI strives to provide an orderly environment that lends itself to learning. To create and maintain such an environment, it is necessary to regulate public conduct on school property and at school functions. Thus, it is imperative that all people on school property or attending a school function shall conduct themselves in a respectful manner. For the purposes of this policy, ASI defines the “public” as any teachers, agency personnel, and visitors on school property or attending a school function.

The following public conduct is prohibited:

1. Intentionally injuring any person, or threatening to do so.
2. Use of obscene, inappropriate or confrontational language.
3. Intentionally damaging, stealing, or destroying agency property.
4. Intentionally damaging, stealing, or destroying the personal property of an agency employee or other person lawfully on school property.
5. Graffiti or arson.
6. Disrupting the provision of educational services to students during classes, school programs, therapies, or other school activities.
7. Accessing, or attempting to access, student records or documents containing confidential information.
8. Distributing or wearing materials that are obscene, advocate illegal action, or are disruptive to school operations.
9. Intimidation, harassment, or discrimination against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, age, or gender (including gender identity or expression).
10. Entering any area of the school premises without authorization or remaining in any building or facility after it is normally closed.
11. Violating traffic laws, parking regulations, or other restrictions on vehicles.
12. Taking school property into one’s possession without permission.
13. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages, controlled or illegal substances, or being under the influence of such items either on school property or at a school function.
14. Possessing or using weapons in or on school property or at a school function, except in the case of law enforcement officers.
15. Loitering on or about school property.
16. Gambling on school property or at school functions.
17. Taking photographs of students without the knowledge or permission of the student and his/her legal guardian.
18. Refusing to comply with any reasonable order of identifiable school district officials performing their duties.

19. Willfully inciting others to commit any of the acts prohibited by this policy.
20. Violating any federal or state statute, local ordinance, or agency policy while on school property or while at school functions.

***Procedure for Responding to Persons Engaging in Prohibited Public Conduct***

Any observed prohibited public conduct should be reported to the school principal or other identified agency administrator immediately. In this instance, the Building Principal or designee will tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Building Principal shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Building Principal or designee shall direct the individual to leave school premises or the agency function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

***Procedure Policy Distribution***

ASI will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of this policy to all parents upon their son/daughter being enrolled in the school program. A copy of this policy will also be provided to all parents at the beginning of the school year, and thereafter upon request.
2. Posting this policy on the agency website.
3. Ensuring this policy is readily available to all school staff members on Paylocity.