Visitor Control Procedures

The Principal (or, in buildings with multiple schools, the Principals’ Council/Campus Council) has the overall responsibility and authority to regulate admission of visitors and to oversee their conduct while in the school or on school property. Each principal also has authority to grant or deny a visitor’s request to enter the school. Such decisions should be reasonable and consistent with the needs of the school, its safety, and the right of the public to visit the school.

In order to establish a uniform visitor control standard, the following procedures should be implemented in all DOE facilities. These procedures are designed to ensure minimum standards to control visitors to school buildings. The School Safety Committee may establish additional procedures beyond those outlined below.

1. **The main entrance must be covered by a Safety Agent or other appropriate staff person from the time the Custodian opens the building until the end of the school day.** The NYPD School Safety Division will assign a School Safety Agent (SSA) to the main entrance. When a school’s designated SSA is not at that location, the Principal(s) shall designate an appropriate alternate person to be stationed at the main entrance. This person will follow the same visitor control procedures that the SSA must perform.

2. **Signs should be posted at the main entrance informing visitors that they must stop at the desk to sign in and show photo identification.** A visitor entering the building will be requested to provide at least one (1) item of valid photo identification (for example, this may include a driver’s license, foreign or US passport, or consulate identification card. Parents who do not have acceptable photo identification shall not be denied access to their children’s school. Where acceptable photo identification cannot otherwise be made and there is no other reason to deny access, the principal/designee, who may be the Parent Coordinator, must be contacted. The principal/designee will then escort the parent to the office he or she is visiting and following the meeting escort the parent out of the building. The SSA or staff member on duty at the main entrance will record the date, time, visitor’s name and visitor’s destination in the Log Book. All visitors are required to sign next to the entry made by the SSA or staff person on duty. Log books must be maintained at the site for a period of three years. Posted signs should inform visitors that failing to follow these guidelines may result in their removal from the building. Please note: **SIGNS REGARDING VISITOR ACCESS MUST BE POSTED IN ALL COVERED LANGUAGES AS DEFINED IN Chancellor’s Regulation A-663.**

3. **Schools must ensure that parents in need of language assistance services are not prevented from reaching the school’s administrative offices due to language barriers.** If a parent or visitor does not speak English, the SSA or staff member should try to determine the language the individual is speaking, and then attempt to locate a translator within the building by contacting the main office. If a translator is not present within the building, the SSA or staff member on duty should escort the individual to the main office, where a school representative should contact the DOE’s Translation and Interpretation Services Unit at (718) 752-7373 to request telephone translation.

4. **Every visitor should be given a pass to the general office.** At the general office, visitors will be issued a second pass and/or appropriate instructions, should they be visiting other areas in the
building. Before issuing a second pass, general office staff must confirm with the appropriate destination staff member that the visitor is expected.

5. **The SSA or staff person at the main entrance will record the time of departure** in the Visitor’s Log, parallel to the initial entry for that visitor, and **collect all passes issued**.

6. **The SSA or designated staff person should make a periodic check of the Log Book to ensure that no one remains in the building for an extended, unauthorized period of time.** In such instance, it should be verified whether the visitor(s) is/are still in the building. In the event that a visitor remains in the building: **search and obtain notification of the visitor’s location in the school.**

7. Any school, program, or academy at the site may employ additional procedures (above and beyond but not inconsistent with the procedures defined above) to log visitors into the building. For example, visitors may be issued color-coded passes to specify locations in the building, or visitors may be escorted by staff or students to their destination.

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**ATTENTION**

**LEARN AND BECOME STRONGLY FAMILIAR WITH ANY ADDITIONAL VISITOR CONTROL PROCEDURES SPECIFIC TO YOUR SCHOOL AND OR SHARED SCHOOL CAMPUS.**

**PAY ATTENTION TO THE DETAILS! KNOWING IS NOT AN OPTION! SCHOOL SAFETY IS REQUIRED! IF VISITOR CONTROL PROCEDURES AT YOUR SCHOOL ARE CAUSING DISCOMFORT & SAFETY RISKS, ALERT THE UFT IMMEDIATELY FOR RESOLUTION ASSISTANCE!**

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8. Visitors who violate procedures regarding visits to schools, or whose conduct jeopardizes the safety of students/staff, interferes with programs in the school, or damages property are subject to immediate removal from the school by order of the Principal, and may be subject to arrest.

9. All staff members must be aware of visitors who do not have appropriate passes for a designated area, or who have no visitor’s pass at all. Where feasible, staff should approach such persons and request that they return to the Main Office. Staff should then immediately notify the Principal and the NYPD School Safety Agent of the situation.