



VISITOR CODE OF CONDUCT

Aspire of WNY Center for Learning | Cheektowaga, NY

The following applies to visitors to Aspire of WNY's Center for Learning (CFL) and off-campus classrooms or program locations:

- Anyone who is not a regular school staff member will be considered a visitor. CFL staff members are issued IDs, which must be worn in a prominent position during the workday.
- All visitors to the school are required to register by reporting to the main entrance upon arrival and stating the purpose of their visit. Visitors are required to provide a picture ID, sign the visitor's register, and follow specific building procedures. Visitors will be provided with an ID badge, which must be worn in a prominent location while in the building.
- Visitations will occur in a way that avoids or minimizes disruption to the normal learning process and the ordinary classroom routine. A CFL representative must accompany the visitor during their entire time of visitation. In order to protect the students, visitors are expected to maintain confidentiality regarding information acquired during their visit and refrain from taking pictures of students.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct. A principal or other administrator may limit the access of any visitor on school property, including a parent, if the visitor's conduct disrupts the educational process or the positive school environment.

Public Conduct on School Property

The purpose of this Code is to maintain order, prevent the abuse of others' rights, and protect our students and staff. All people on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

Prohibited Conduct: No person, alone or with others, shall:

- Disrupt the orderly conduct of classes or school programs and activities
- Intentionally injure any person or threaten/attempt to do so
- Use profane, lewd, vulgar, abusive language or gestures
- Intimidate, harass, or discriminate against any person on the basis of color, creed, national or ethnic background, religion, age, gender, or disability
- Possess or use weapons, display what appears to be a weapon, or threaten to use a weapon in or on school property or at any school function, except in the case of a Police Officer/Law Enforcement Officer/Security Officer (while on active duty)



- Possess, consume, sell, distribute, exchange, or be under the influence of alcoholic beverages or controlled or illegal substances on school property or at a school function
- Intentionally damage or attempt to damage school property, or the personal property of a school employee or student
- Distribute or wear materials on school property or at a school function that are obscene, advocate illegal activity, obstruct the rights of others, or are disruptive to the educational program
- Enter any portion of the school building without proper authorization or remain in any school building or facility after it is closed without prior approval, or loiter on or about school property
- Incite or encourage others to commit any acts prohibited in this Code
- Refuse to comply with any directive of identifiable school officials
- Gamble or conduct illegal activities on school property or at school functions
- Violate the traffic laws, parking regulations, or other restrictions on vehicles
- Violate any federal or state statute, local ordinance, or school policy on school property or at school functions (e.g., no smoking is allowed on premises, indecent exposure, etc.)
- Any other activity deemed, in the reasonable discretion of school administrators, unsafe, inappropriate, or disruptive

Consequences

People who violate this Code may be subject to the following penalties:

- Visitors may have their authorization to remain on school grounds and/or school functions withdrawn, and if so, they will be directed to leave the premises. If they refuse to leave, they shall be subject to ejection or arrest for trespass; authorization for their attendance at future school functions may also be rescinded. In addition, they may be subject to further suspensions from being on school property, depending on the severity of the violation.

Enforcement

CFL administration must inform people displaying inappropriate conduct that they are violating this code and that their conduct is prohibited. If the person refuses to stop prohibited conduct, or the action is deemed unsafe, inappropriate, or disruptive, the building administrator may have the individual removed immediately from school property or the school function. The CFL administrator will also inform the person about the potential consequences of their conduct. When necessary, the Cheektowaga Police Department and other authorities will be contacted to assist in removing the person, and where appropriate, charges may be pressed