



Wildwood School
2995 Curry Road Extension
Schenectady, New York 12303
p: 518-836-2200
f: 518-836-2201

Visitor Policy

Purpose

Wildwood School welcomes families, community members, and approved visitors while maintaining a safe, secure, and supportive learning environment for students and staff. This policy establishes expectations and procedures for all individuals visiting or conducting business on school property.

Policy Statement

All visitors must follow established school procedures to ensure the safety, security, and confidentiality of students and staff. Due to the unique needs of the students served by Wildwood School, including the possibility of unexpected behaviors or safety concerns, all visitors must be accompanied by a designated Wildwood School staff member while accessing student areas or participating in school related activities.

Wildwood School reserves the right to limit access to school facilities and grounds when necessary to protect the safety and well being of students, employees, and visitors.

Visitor Sign In Requirements

All visitors must:

Sign in upon arrival at the designated main office or visitor check in location

Provide identification when requested

State the purpose of their visit

Receive approval from administration or designated school personnel prior to entering student areas

Wear or display visitor identification when required

Be accompanied by a Wildwood School staff member while in student areas

Sign out when leaving the building



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Visitors may not enter classrooms, student areas, or other restricted areas without prior approval and appropriate Wildwood School staff supervision.

Access to Students and Classrooms

To protect student privacy, maintain an appropriate educational environment, and ensure safety:

Visitors must receive prior approval before observing classrooms, meeting with students, or accessing student areas

Classroom visits must be scheduled in advance and coordinated with school administration

All classroom observations, tours, and visits involving students must be accompanied by a Wildwood School staff member

Visitors must follow staff direction regarding student interactions, classroom routines, and safety procedures

Visitors may not interrupt instruction, student programming, or staff responsibilities

Visitors must maintain confidentiality regarding students, including student behavior, educational programs, medical information, and any personally identifiable information observed during their visit

Conduct Expectations

All visitors are expected to:

Follow all Wildwood School policies and procedures

Treat students, staff, and other visitors with respect

Maintain appropriate behavior while on school property

Follow directions provided by school personnel

Remain with their designated Wildwood School staff escort while in student areas

Refrain from activities that interfere with the educational program or create a safety concern



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Visitors may not:

Use tobacco products, vaping devices, alcohol, illegal substances, or drug paraphernalia on school property

Possess weapons or items that may pose a safety risk

Record, photograph, or video students or staff without prior authorization

Engage in disruptive, threatening, or inappropriate behavior

Attempt to manage, redirect, or intervene with student behaviors unless directed by Wildwood School staff

Contractors, Vendors, and Service Providers

Contractors, vendors, and service providers conducting business with Wildwood School must:

Sign in upon arrival

Follow all visitor procedures

Wear identification when required

Remain in approved areas

Be accompanied by Wildwood School staff when accessing student areas

Comply with confidentiality requirements and applicable laws protecting student information

Denial or Removal of Visitors

Wildwood School reserves the right to deny access to or remove any visitor whose presence:

Creates a safety concern

Disrupts school operations

Fails to follow school policies or procedures

Does not follow staff direction or visitor expectations



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Engages in inappropriate, threatening, or unsafe behavior

Individuals removed from school property may be subject to further action consistent with applicable laws and regulations.

Emergency Situations

During emergencies, visitors must follow all directions provided by school personnel and emergency responders. Access to portions of the building or school grounds may be restricted to protect the safety of students and staff.

Notice

Wildwood School appreciates the cooperation of all visitors in helping maintain a safe, secure, and welcoming environment for all members of the school community.