

**Administration**

*Principal*

**Dr. Lori S. Caplan**

*Assistant Principal*

**David J. Wareing**

*Athletic Director/Asst Principal*

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**Guidance Department**

Kelly Creaser

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## **Watervliet City Schools Superintendent's Procedures for Visitors Board of Education Policy # 1240**

All visitors entering the school building shall report to the greeter's desk, sign in on the visitors' log and show positive identification, e.g. driver's license. At that time, the greeter shall issue the visitor "a visitor's badge."

**The visitor shall provide their driver's license, keys or an item of equivalent value in exchange for the badge.**

The visitor is required to display the identification in a prominent fashion on their person at all times while on campus. At the conclusion of the visitor's business they shall return to the greeter's desk to sign out on the visitor's log, return their badge and receive their collateral property. It is the duty of the greeter to inventory visitor badges at the end of each school day and note any discrepancies to the building administrator.

Visitors who do not comply with the district's requirement for identification shall be asked to leave school grounds.

*"Every Student...Every Day!"*