

Regulation

VISITORS

A. Registration

1. Only visitors with an appointment will be allowed to enter the building.
2. Every visitor is required to register with a PRO or in the school office if a PRO is not available;
3. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school;
4. The responsible parties in each building will maintain a digital log using school safety software. Each visitor shall provide identification, preferably a photo ID/license, to be checked in;
5. Each visitor will be given an identification tag or badge, which must be worn while in the school; the identification tag or badge must be returned when the visitor leaves the building;
6. The principal or office personnel designated by the principal shall arrange for an escort to accompany each visitor to his/her destination;
7. A staff member who encounters a visitor without identification will request the visitor to report to the school office and, if feasible, escort the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the PRO and principal immediately;
8. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the principal or the principal's designee;
9. When a visitor has completed the business of his/her visit, he/she will return directly to the PRO or school office, return the identification tag or badge, and promptly leave the building;
10. The provisions of this paragraph may be waived for concerts and other events as determined by the building administration.

B. Permission to Visit Classroom

1. Visitors shall have the permission of the principal and classroom teacher before being permitted to visit a classroom. Teachers expecting visits shall inform the office;

2. Arrangements to visit a classroom must be made at least one day in advance of the intended visit;
3. A request to visit may be denied when the visit would interfere with the planned instructional program, presents a disruption or a threat to the safety and wellbeing of the students;
4. A parent/guardian who arrives at school without the approval of a classroom visit may be admitted to the classroom at the discretion of the building administration;
5. The principal may arrange visits to classrooms by educators and pupil teachers with the cooperation and consent of the classroom teachers;
6. Teachers may invite guest speakers or observers to their classrooms with the approval of the principal. Each such guest speaker and observer must sign in using the school safety software;
7. The principal shall make a reasonable effort to provide an explanation when a visitor, in particular a parent/guardian, is denied entry to the school building;
8. The principal shall inform local law enforcement when a visitor is suspected of being a threat to the safety and well-being of school community members or the school property.

C. Limitations on Visits to School

1. Visitors are permitted in the schools only during operational hours;
2. Visitors picking up a child or dropping something off will not be granted permission to enter the building;
3. A visitor may remove a student from school only if the visitor is a parent/guardian or has the written authorization of the parent/guardian according to board policy 5142 Pupil Safety;
4. Visitors shall be supervised at all times;
5. A visitor shall not admit anyone into the building;
6. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date;
7. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the principal;
8. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the principal;
9. The number of visitors to any classroom may be restricted as appropriate by the teacher or the principal to maintain an orderly educational program or student safety.

Disruptive Visitors

1. The principal has complete authority to exclude from school premises any person whom he/she believes may:
 - a. Disrupt the instructional program;
 - b. Disturb teachers or pupils;
 - c. Present a threat to the safety or wellbeing of the school staff or students;
or
 - d. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor does not withdraw, the principal may summon assistance from local law enforcement;
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by any appropriate means available, pending the arrival of law enforcement officers;
4. If the principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the principal may, at his/her discretion:
 - a. Deny entrance to any person;
 - b. Summon local law enforcement;
 - c. Lock all school entrances so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

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