

VISITORS

I. Definition

For purposes of this Regulation, the term “visitor” shall refer to any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board (including assigned Building liaisons). For the purposes of this regulation, “visitor” does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

II. General Procedures for School Visitations

1. Every visitor is required to register in the Main Office of the building;
2. A notice will be prominently posted at each entrance to the school building advising visitors to report to the Main Office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors to proceed no farther without registering in the school office;
3. The Building Principal or his/her designee will maintain a log book in the Main Office of the school wherein each visitor must enter his/her name and the purpose of his/her visit in the log book; however, the Principal may exempt trades persons who make regular and frequent visits to the School;
4. Each visitor will be given an identification tag or badge that must be prominent displayed so that the tag/badge can be visible to all school personnel and pupils while the visitor is in the school. The Principal may give a permanent identification tag or badge to a trades person who makes regular and frequent visits to the school;
5. The Principal or office personnel designated by the Principal shall arrange for an escort to accompany each visitor to his/her destination, except that the Principal may permit visitors familiar with the school and personally known to the Principal to proceed unaccompanied;
6. A staff member who encounters a visitor – that is not a trades person who makes regular and frequent visits to the School – who does not have an identification tag or badge prominently displayed must ask the visitor to produce and display same. In the event the visitor did not obtain an ID tag or badge and/or did not initially

- report to the Main Office, and the teacher will request the visitor to report at the Main Office and, if feasible, conduct the visitor to the Main Office. A visitor who resists the request or refuses to be conducted to the Main Office shall be reported to the Principal immediately, and may be subject to criminal charges for trespass;
7. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge prominently displayed, and/or is accompanied by the Principal or the Principal's designee;
 8. When a visitor has completed the business/reason of his/her visit, he/she must return directly to the Main Office, return the identification tag or badge, sign out of the log book, and promptly leave the building; and
 9. The Building Principal may elect to waive these general provisions for parents/guardians attending scheduled parent-teacher conferences.

III. Visits To Classrooms In Session

- All visitors must adhere to the following provisions in order to be granted permission to visit a classroom that is in session.
1. Permission to visit a classroom in session must be sought from and granted by the Building Principal;
 2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit;
 3. If the Building Principal believes that the intended visit would interfere with the planned instructional program and/or otherwise disrupt the learning environment, the Principal will so advise the visitor, deny the request and suggest another possible time for the visit;
 4. Notwithstanding the foregoing, the Principal is authorized to exclude any visitor from a classroom if the Principal has reason to suspect that the visitor may disrupt the educational program/learning environment, or threaten the health and safety of pupils or staff members;
 5. The Building Principal may arrange visits to classrooms by educators and student 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 Building Principal and/or the teacher's immediate Supervisor. Teachers must use the District Permission Request for Use of a Guest Speaker Form (a copy of which is attached hereto) to obtain such approvals. Each such guest speaker and observer must sign the school log book; and

7. The Building Principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. The parent(s) or legal guardian(s) who has been denied access to his/her child's classroom may appeal the Principal's decision to the Superintendent, whose determination may be appealed to the Board of Education in accordance with File Code 1312 "Community Complaint and Inquires."

IV. Limitations on Visits to School

1. Visitors are permitted in the schools only during school hours;
2. A visitor may remove a pupil from school only in strict accordance with Policy No. 5113;
3. A visitor may confer with a pupil in the school only with the approval of the Building Principal and in the presence of a teaching staff member;
4. 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 obtain permission from the Building Principal and make arrangements for a conference at a later date;
5. A visitor may not bring another child or other children to a classroom without the express permission of the teacher and the Building Principal;
6. A classroom visit may ordinarily not exceed thirty (30) minutes without the express permission of the teacher and the Building Principal;
7. The Building Principal may restrict the number of visitors to any classroom at any one time. In the event that the Building Principal does feel that it is appropriate to restrict the number of visitors to any classroom at any one time, preference will be given to the parent(s) or legal guardian(s) of pupils in the classroom;
8. The Building Principal shall not permit anyone to visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., and no person shall be allowed to deliver any address or lecture on any subject unless authorized in advance by the Superintendent or his/her designee;
9. Visitors from other schools must have a note from their parents/guardians and from the school principal or guidance counselor. All such cases are subject to verification by telephone. Requests for visitation must be submitted at least twenty-four hours in advance.

V. Disruptive Visitors

The Building Principal has complete authority to exclude from school premises any person whom he/she believes may:

1. Disrupt the instructional program;
2. Disrupt the learning environment;
3. Disturb teachers or pupils; or
4. Commit an illegal act.

A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may also be requested to leave the school premises. If the visitor so requested does not withdraw, the Building Principal may summon assistance from the Pennsville Township Police Department, and may face criminal charges for trespass.

Any visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.

If the Building 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, in his/her discretion:

1. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
2. Secure the services of professional security personnel to monitor entrances; and/or
3. Lock all school entrances other than the main entrance 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).

Date: August 30, 2010

Legal References:

N.J.S.A. 2C:18-3	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
N.J.S.A. 2C:33-2	Disorderly conduct
N.J.S.A. 18A:11-1	General mandatory powers and duties Board
N.J.S.A. 18A:54-20	Powers of Board (county vocational schools)
N.J.S.A. 26:3D-55 et seq.	New Jersey Smoke-Free Air Act

Frenchtown Education Association v. Frenchtown Board of Education, 1980 S.L.D. 198

Possible
Cross References:

1220	Ad hoc advisory committees
1250	Visitors
3327	Relations with vendors
3515	Smoking prohibition
4131/4131.1	Staff development; inservice education/ visitations/ conferences
5020	Role of parents/guardians
5124	Reporting to parents/guardians
5125	Pupil records
5142	Pupil safety
5145.11	Questioning and apprehension
6144	Controversial issues
9010	Role of the member

PENNSVILLE PUBLIC SCHOOL DISTRICT

Permission Request for Use of a Guest Speaker

Please fill out the following information and submit to Department Supervisor **10 days** in advance of the meeting date in order that approval or disapproval may be returned before all preparations have been completed.

- 1. School Building: _____
- 2. Course(s): _____
- 3. Guest Speaker: _____
- 4. Representing Institution: _____
- 5. Reason for Invitation: _____

- 6. Topic to be covered: _____
- 7. NJ Core Content Standards covered: _____
- 8. Visual Aids to be used (these must be previewed by staff member and supervisor): _____

Submitted by Staff Member: _____ Date: _____

Approved by Immediate Supervisor: _____ Date: _____

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