

9150 SCHOOL VISITORS

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. However, in order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent has the authority to prohibit the entry of any person to a school of this district or to expel any person when there is reason to believe the presence of such person would be inimical of the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Superintendent is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate regulations that will protect pupils and employees of the district from disruption to the educational program or the efficient conduct of their assigned tasks.

Regulations

A. Definition

A visitor is anyone other than a pupil enrolled in the district or a staff member employed or contracted by the Kingwood Township Board of Education. 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.

B. Registration

1. Every visitor is required to register in the school office.
2. 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 parts 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 Superintendent will maintain a logbook in the Main office of the school. Each visitor shall enter his or her name and the purpose of his or her visit in the logbook.



4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in school. A permanent identification tag or badge may be given to a tradesperson who makes regular and frequent visits to the school.
 5. The Superintendent or office personnel designated by the Superintendent shall arrange for an escort to accompany each visitor to his or her destination and remain with him/her throughout the entirety of the visit, except that the Superintendent may permit visitors familiar with the school and personally known to the Superintendent to proceed unaccompanied.
 6. A staff member who encounters a visitor without identification will request the visitor to report at the school office and, if feasible, conduct 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 Superintendent immediately.
 7. A teacher shall not admit a visitor to his or her classroom unless the visitor has the identifying tag or badge or is accompanied by the Superintendent or the Superintendent's designee.
 8. When a visitor has completed the business of his or her visit, he or she will promptly return directly to the school office, return the identification tag or badge and promptly leave the building.
 9. The provisions of this sub-paragraph B may be waived for parent(s) or legal guardian(s) attending scheduled parent-teacher conferences.
- C. Permission to visit classroom
1. Permission to visit a classroom in session must be sought from and granted by the Superintendent.
 2. Requests to visit a classroom shall be made at least twenty-four hours in advance of the intended visit.
 3. If the Superintendent believes the intended visit would interfere with the planned instructional program, the Superintendent will so advise the visitor and suggest another time for the visit.
 4. The Superintendent is authorized to exclude a visitor from the classroom if the Superintendent has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.



5. A parent or legal guardian who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Superintendent.
6. The Superintendent may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Superintendent. Each guest speaker and observer must sign the school logbook.
8. The Superintendent has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. A parent or legal guardian who has been denied access to his or her child's classroom may appeal the Superintendent's decision to the Board of Education in accordance with Board Policy.

D. Limitations on visits to school

1. Visitors are permitted in the schools only between the hours of 9:00 a.m. and 3:00 p.m. on school days. Visits/observations of a classroom or program shall not extend beyond two class periods or ninety minutes unless in the discretion of the Superintendent, there are extenuating circumstances that warrant a longer visit/observation. This decision shall be made on a case-by-case basis.
2. A pupil is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or legal guardian or a person authorized to act on the behalf of the parent or legal guardian.
3. 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.
4. A visitor may not bring a child or children to a classroom without the express permission of the teacher and Superintendent.
5. The Superintendent may restrict the number of visitors to any classroom at any one time. Preference will be given to the parents or legal guardians of pupils in the classroom.



6. Every person other than a parent(s) or legal guardian(s) of a pupil enrolled in the district, visiting/observing a classroom or program shall complete and sign a Classroom Visitation/Observation Agreement, which has been annexed hereto.
 7. In an effort to minimize the interruptions and distractions, the Superintendent may restrict the number of visits to any one classroom in a given school year.
- E. Disruptive visitors
1. The Superintendent has complete authority to exclude from the school premises any person whose presence is believed to be inimical to the good order of the district and/or pose a danger or threat to pupils and/or staff members.
 2. If the visitor so requested does not withdraw, the Superintendent may summon assistance from the local or State Police Department.
 3. If the Superintendent 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 Superintendent may, in his or her discretion:
 - a. Assign personnel to patrol entrances to the school and deny entrance to any such person;
 - b. Secure the services of professional security personnel and/or the local or State police department to monitor entrances; and/or
 - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to insure that doors can be opened from the inside by pressure on crash bars).

N.J.S.A. 2C:18-3
N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 26 May 2009

