

Regulation

VISITORS

The following school visitor regulations have been developed to give direction to the implementation of board policy 1250:

1. Persons wishing to visit a classroom or staff member are required to make arrangements in advance with the school office and/or the classroom teacher. At all times, the school office and classroom teacher will be aware of the planned visit;
2. Parents or other scheduled visitors are welcome to visit the building during regular school hours. Visitors that are professional service providers will be encouraged to adjust their schedule to arrive after dismissal;
3. All visitors will enter and exit the building at the main entrance. Visitors will identify themselves and sign in at the main office. Visitors will receive and wear an identification badge at all times. The carrying of a badge will not be acceptable. Visitor Badges will be returned to the office at the time of visitor sign-out. The signing out of visitors is necessary to monitor completed visits;
4. The school will provide a designated waiting area in the front hallway, first floor, for visitors. Badges are not required while in this area. Those who have a need to go beyond the waiting area will be required to register at the office and receive a badge;
5. All school employees will assist in the enforcement of the pass requirements. This will be especially helpful in monitoring sales people, service personnel, members of the community and personal friends;
6. When the school office personnel deem it necessary that a visitor be permitted to speak to an employee immediately, the visitor may be personally escorted to and from the classroom or the staff member may be called to the office. This will permit brief and undisturbed communication with employees, but always in presence of office personnel;
7. Assembly Programs and School Performances – visitors will be encouraged to go directly to the auditorium for seating. Departure should then be to the designated waiting area, or to the school exit;
8. Parent Conferences – Individual conferences during the school day will be prearranged and require a visitor’s badge. Formal conference days will also require visitors to sign in;
9. All doors to the school are kept locked. No staff member or student may allow visitors to enter the building at an alternate entrance;
10. The requirement for visitor check-in at the office will be printed and posted on all exterior doors;
11. Posted in the front and parking lot entrance ways will be signs: “Register at the school office upon entering the building. Failure to comply with the policy and regulations of the Frenchtown Elementary School Board of Education will subject visitors to the full penalty of the law.”

Adopted: January 29, 2013
NJSBA Review/Update: September 2016, December 2016
Readopt: November 22, 2016

