

Visitors

A. Definition

“Visitor” means 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 of Education (Board) and includes, but is not limited to parents or legal guardians, family members, district residents, guests, educational researchers and members of the Board. For the purposes of this regulation, “visitor” does not include persons present in school buildings after school hours 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 Main 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 part of the school.
3. The Chief School Administrator (CSA) or the designee assigned by the CSA shall arrange for an escort to accompany each visitor to his or her destination, except that the Asst. Principal may permit visitors familiar with the school and personally known to the Asst. Principal or designee to proceed unaccompanied.

C. Permission to visit classroom.

1. Permission to visit a classroom in session must be sought from and granted by the CSA or the designee.
2. In general, arrangements to visit a classroom should be made in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the CSA or the designee will so advise the visitor and suggest another time for the visit.
4. The CSA or the designee is authorized to exclude a visitor from a classroom if the Asst. Principal 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 Asst. Principal.
6. The CSA or the designee 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 Asst. Principal.
8. The CSA or the designee 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 Asst. Principal's decision to the CSA, whose determination may be appealed to the Board.

D. Limitations on visits to school

All visitors to our school must report to the general office. Kittatinny pupils who wish to bring visitors to our schools are to obtain visitor's forms from the general office several days in advance and obtain the assistant principal's approval.

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Pupils interested in our programs are cordially welcome to visit our school and may make appointments to do so. These privileged visitations are for interested pupils only and will not be extended to any pupil who views this as a holiday.

Any of our pupils may request permission from our faculty to invite one of his/her friends who is interested in our program offerings to our school. The pupil requesting permission to bring a guest to visit shall schedule a visitation date with the assistant principal after the necessary forms are completed. The visiting pupil shall report to the general office on arriving and departing from our school.

Required forms, obtainable in the office, are to be completed prior to the day of visitation. It is important to have signed parental approval from the Kittatinny pupil's parents/guardians and from the parent/guardian of the visiting pupil as well as a signed permission slip from the respective sending district.

It is expected that all visitors will adhere to our school rules and regulations.

Unless these procedures are followed, the privileges of visitation will not be extended.

1. A visitor may remove a pupil from school only in strict accordance with Policy No. 5113.
2. A visitor may confer with a pupil in the school only with the approval of the CSA or designee.
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.
5. The CSA or the designee 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.

E. Disruptive visitors

1. The CSA or the designee has complete authority to exclude from school premises any person whom he or she believes may
 - a. Disrupt the instructional program;
 - b. Disturb teachers or pupils; or
 - c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he or she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the CSA or the designee may summon assistance from the New Jersey State Police Department.
3. A 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.

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4. If the CSA or the designee 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, they may, in his or her discretion;
 - a. Assign personnel to patrol entrances to the school and deny entrance to any person. Persons not properly identified or personally known to them will not be allowed to enter the building at all. All other persons (identified and known to the school personnel) will be directed to the main entrance of the school building.
 - b. Verify that all school entrances are locked (current procedures) including 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).
 - c. The proper school emergency operations procedures will immediately take effect upon the direction of the CSA.

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