

Regulation

VISITORS

A visitor is any person present in a school building on a school day during the hours school is in session, other than students enrolled in the school or staff employed by the board. Visitors include parents, guardians, family members, district residents, guests, educational researchers, and board members.

Registration

Every visitor is required to register in the school office;

- A. A notice will be prominently posted at each entrance to the school building advising visitors to report to the school 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 main office;
- B. The principal will maintain a log book 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 log book;
- C. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school;
- D. The principal or office personnel designated by the principal shall arrange for an escort to accompany each visitor to his or her destination;
- E. A staff member who encounters a visitor without identification will request the visitor to report at the school main office. Teachers may invite guest speakers to their classrooms to speak on topics related to the curriculum with the approval of the principal. Each such guest speaker and observer must sign the school log book;
- F. The principal has the authority to approve all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. A parent who has been denied access to his or her child's classroom may appeal the principal's decision to the Superintendent, whose determination may be appealed to the board (board policy 1312 Community Complaints and Inquiries).

Limitations on Visits to School

- A. A visitor may remove a pupil from school only in strict accordance with board policy 5113 Attendance, Absences and Excuses;
- B. A visitor may confer with a pupil in the school only with the approval of the principal and in the presence of a teaching staff member;
- C. 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;
- D. A visitor may not bring a child or children to a classroom without the express permission of the principal;
- E. A classroom visit may ordinarily not exceed one class period without the express permission of the teacher and the principal;
- F. The principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parents of pupils in the classroom.

Disruptive Visitors

- A. The principal has complete authority to exclude from school premises any person whom he or she believes may:
 - 1. Disrupt the instructional program;
 - 2. Disturb teachers or pupils; or
 - 3. Commit an illegal act.
- B. 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 principal may summon assistance from the City of Passaic Police Department;
- C. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be asked to remain isolated by appropriate means pending the arrival of the police;
- D. 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, in his or 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 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).

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