

POLICY _____ PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

COMMUNITY

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9150 – SCHOOL VISITORS

The Board of Education encourages and welcomes visits to the schools by parents/guardians, Board members and other adult residents of the community, and interested educators.

In order for the educational program to continue undisturbed and to ensure the welfare and safety of students and staff, all visitors must report to the main office immediately to register their entry and to state the reason for the visit. Furthermore, the Superintendent shall devise regulations controlling all visitors to prevent the intrusion of disruptive persons. All classroom visits must be arranged in advance.

Parents:

Parent/ Guardian Visitors wishing to observe a student must provide a request to the Principal in writing at least one day in advance and receive confirmation of the scheduled observation. Visitors must submit a rationale as to the purpose of the observation. The Principal may postpone or deny a request for an observation if it is not warranted and may be intrusive to learning. Observations are not to exceed thirty minutes at a time as to not disrupt the instructional program. Visitors will be escorted by a case manager or other appropriate school personnel. Visitors who wish to confer with staff following the observation must make arrangements for a conference at a later date with the staff.

Outside evaluations:

Observations conducted for the purpose of an evaluation by an outside evaluator must be scheduled at least one day in advance and be confirmed by a case manager or other appropriate school personnel. Outside observations are not to exceed two class periods. The observer will be escorted by a case manager or other appropriate school personnel. Any questions following the observation must be put in writing to the case manager or the observer can make arrangements for a conference at a later date.

A “visitor” is anyone other than a student enrolled in or a staff member employed in the particular school. Visitors may not confer with the teaching staff or students during class time without the Principal’s permission.

The Superintendent and building principal each possess the authority to prohibit the entry of any person to district’s schools or to expel any person when there is reason to believe his/her presence would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Superintendent or Principal shall seek confirmation of legal custodianship where necessary.

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No student may leave the school in the company of a visitor who has not been identified as the student's parent/guardian or person authorized to act on behalf of the parent/guardian.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Superintendent of his/her designee.

All visitors must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action under the law.

All visitors will be issued a visitor's pass from the school office and will be expected to display it conspicuously.

N.J.S.A. 2C:18-3

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

Adopted: 24 January 2000

Revised and Adopted: 8 April 2019