

Arleth Elementary School Visitor Procedures

Please be aware that the following procedures will be followed for any person not employed by the Sayreville Board of Education who visits the building for any reason. All visitors are encouraged to make an appointment and to use the plastic bin to drop off student supplies.

1. All visitors must have an appointment and/or approval of administrator to enter the building.
2. If a visit is for the purpose of dropping off a child's homework, lunch, musical instrument, etc., a plastic bin has been put outside to place them in. Please ensure that all items are properly labeled with the name of the student, their grade level, and their homeroom. Periodically throughout the day a staff member will retrieve the contents and deliver them to the appropriate person.
3. Visitors must notify the school (preferably in writing) in advance of their visit if they or another person will be picking up their child from school. See form attached.
4. Visitors should park in the upper parking lot in the visitor parking spaces next to the handicapped parking spaces. There is no parking along the horseshoe or along the curb in the front of the building.
5. All visitors should have ID and a mask. We encourage visitors to leave all bags in their vehicle. Metal detectors are in use and all bags are subject to a search.
6. All visitors must enter the building through door #6 which is located in the front of the building along Washington Road.
7. All visitors will be screened for identification and appointment over the intercom before being permitted to enter the building by the Campus Monitor. Visitors without an appointment may be asked to leave and return at another time with an appointment.
Visitors must present valid government issued identification.
8. All visitors will be asked to complete a health screening questionnaire. Only visitors that successfully complete the health screening will be permitted entry into the building.
9. After passing through the security checkpoint, visitors will be logged into our visitor management system and issued a red lanyard and visitor pass at the security desk. Visitors should leave identification or vehicle keys at the security desk, which will be returned to the visitor when the visitor pass is returned to the security desk.
10. All visitors will be escorted to their destination. (no visitors will be allowed to traverse through the school without being accompanied by a staff member).
11. If the visitor needs the immediate assistance of an administrator, the office staff will attempt to see if he or she is available. If they are not, they will not be allowed to remain and will be asked to make an appointment.
12. When the visit is over, visitors will be escorted back to the main entrance, where they will need to give back or dispose of their visitor badge and sign out.