

**Regulation**

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VISITORS

General Procedures

Upon visiting the school, parents/guardians and all other visitors must adhere to the following:

- A. Visitors shall enter the school through the main entrance;
- B. Visitors must report to the receptionist's desk and sign for and receive a visitor's pass at any time when school is in session. The pass shall be prominently displayed and dated;
- C. Parents and teachers shall be informed that all non-staff members without a visitors' pass will be challenged and asked to report to the office;
- D. All visitors shall obey non-smoking regulations;
- E. Visitors shall not consult with teachers while the teachers are instructing or supervising students;
- F. Visitors shall report directly to their designated location in the school building and shall not roam around the school building;
- G. Conferences with teachers during non-conference weeks shall be by appointment and shall not occur while teachers are instructing or supervising students;
- H. Parents/guardians may be allowed to visit their children's classes on days other than those with scheduled activities. However, the principal may regulate such visits depending on a number of conditions, including, but not limited to, the effect that such visits have on the instructional program, the student/teachers involved, and the administration of the school. Parents/guardians wishing to visit classes must first request permission from the superintendent who in turn shall notify and consult with the teacher(s) involved prior to approving or disapproving such requests.

All visitors shall comply with the procedures for visitation at other times during the year, as described above.

Class Presentations by Visitors

- A. Teachers who wish to have parents or community members address their class must have prior approval of the building principal;
- B. The principal may approve presenters using the following criteria:
  - 1. The presentation supports the mission, goals and objectives of the class or school;
  - 2. The presentation is structured to meet identified educational needs and have been evaluated for educational significance to the school or class;
  - 3. The presentation is age appropriate and in the best interest of students;
  - 4. The presentation is consistent with all applicable federal, state, and board policies (see specifically 2224 Nondiscrimination/Affirmative Action).
- C. The presenter must submit a short summary of the content of the presentation to the principal for approval no less than 3 school days prior to the presentation;
- D. Any handouts or gift packages must have prior approval of the building principal;

VISITORS (regulation continued)

E. No information of a commercial nature is permitted for distribution.

Adopted:	September 24, 2007
NJSBA Review/Update:	June 2014
Readopted:	October 27, 2014