

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: SCHOOL VISITORS
(By Personnel Not Assigned To The Building)

The Board welcomes visits to school by parents/guardians, Board Members, other adult residents of the community, and interested educators and undergraduate/graduate students who are involved in internships or student teaching experiences when such visitations do not disrupt classroom activities or instruction. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Superintendent of Schools shall devise regulations controlling visitors. A "visitor" is anyone other than a pupil enrolled in, or a staff member employed in, the particular school.

The Board extends to parents/legal guardians or their designee the courtesy of an opportunity to observe their child(ren) during the school day in the classroom. However, this courtesy shall be limited to a one (1) hour observation period per semester in order to avoid disruption of the learning process. Special circumstances would allow the frequency or duration of the observation to increase at the discretion of the principal. Additionally, any parents/legal guardians or their designees wishing to observe their child(ren) in the classroom must make an appointment with the Principal's office at least two days in advance of the date and time of the desired observation. The Principal will notify the visitor of his/her approval or disapproval of the date and time of the observation. If the Principal disapproves the date and/or time of the observation, the Principal will notify the visitor of an alternative date/time.

Parents delivering lunches, clothing and other items to their child(ren), or dropping off/picking up their child(ren) during the school day should proceed directly to the main office where they will be accommodated. Parents may not go directly to a child's classroom to deliver the items to their child(ren).

All visitors shall be required to enter the school through the main entrance and to report to the main office upon entering the building. Visitors must sign-in and obtain a visitor's badge, which must be worn throughout the duration of the school visitation. When a visitor has completed the purpose of his/her visitation, he/she will return directly to the main office, return the visitor's badge, sign out of the building and promptly leave the building. Teachers will inform the office of individuals within the building who are not recognized as part of the school community.

All visitors to the school must obey all state and local laws and Board regulations to ensure the health and safety of students as well as the orderly operation of the school. Visitors may not consult with the teaching staff or pupils during class time without the Principal's permission.

The intent of classroom observations by visitors is not to provide judgments about curriculum, instruction, teacher performance, or pupil performance. The school district provides opportunities to judge a child's (children's) progress through progress reports, report cards, conferences with teachers, and work samples. Visitors may not consult with the teaching staff or pupils during class time without the Principal's approval.

The Cranford Board of Education specifically reserves the right to deny parents/legal guardians, or their designees, the opportunity to observe their, or any child's (children's) class when the presence of the parents/legal guardians, or their designee or any other visitor would be disruptive or distracting to their child, other students or the teacher.

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 Principal shall seek confirmation of legal custodianship where necessary.

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 Schools or designee.

All visitors to the schools 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.

Legal References:	N.J.S.A. 2C:18-3 N.J.S.A./A. 2C:33-2 N.J.S.A. 18A:11-1 N.J.A.C. 18A:54-20 N.J.S.A. 26:30-15 Through 21	Criminal Trespass Disorderly Conduct General Mandatory Powers And Duties Powers Of Board (County Vocational Schools) Legislative Findings And Declarations (Smoking In Educational Institutions)
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Possible Cross References:	1220 3327 3515 4131/4131.1/5020/5124 5125 5142 5145.11 6144 9010	Ad Hoc Advisory Committee Relations With Vendors Smoking Prohibition Staff Development Inservice Education/ Visitations/Conferences Role Of Parents/Guardians Reporting Of Parents/Guardians Pupil Records Pupil Safety Questioning And Apprehension Controversial Issues
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Adopted: January 20, 1970
 Revised: June 22, 1981
 Revised: February 28, 1996
 Revised: May 8, 2006
 Revised: September 10, 2007