

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

SCHOOL VISITORS

The Cranford Public School District has established a protocol, which facilitates visits from family and community members during regular school days. Protocol regulations include:

- Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.
- All visitors must identify themselves to the school greeter, principal or designee upon entering the school grounds.
- All visitors sign in at the office, during regular school days. If the school secretary/greeter agrees that the visitor has entered the building for legitimate reasons, they should be registered (signed in) immediately for a visitor badge (ID) and directed/escorted to their destination.
- The visitor must comply with all school rules while in school and on school property.
- Under no circumstances are visitors to approach or interact with any child, other than their own, to discuss anything other than a greeting.
- An individual failing to comply with any of these procedures and/or causing a disruption of the educational process may be barred or removed from the school at the principal's discretion. The individual also may be charged with criminal trespass.
- Prior to the visitor leaving the school site they must sign out and return the Visitor Badge (ID).

Special Events

Events such as but not limited to, Assembly Programs, Field Days, Spelling Bees, Concerts, Science Fairs, MAY be handled differently. Visitor badges may not be required; however, visitors must restrict their visit to areas specifically designated for the event.

Related Requirements for Schools:

1. Keep all exterior doors to the school building locked.
2. Designate a staff member as a school greeter to meet and greet all persons entering school at the main entrance to direct them according to their specific need and consistent with the district visitor policies.
3. Insure that greeters are trained by members of the school's Crisis Response Team and/or other qualified individual in:
 - ❖ School emergency procedures
 - ❖ Evacuation plans
 - ❖ Observational skills
4. Greeters should be familiar with the names of students and faculty and greet, if possible, these persons by name upon their arrival

This Regulation placed into effect:

May 8, 2006

Dr. Lawrence S. Feinsod

Superintendent of Schools