

VISITORS

The board welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. 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 lead person shall devise regulations addressing visitors' access to the schools.

All visitors shall be required to report to the office upon entering the building.

A "visitor" is anyone other than a student enrolled in or a staff member employed in the particular school.

Visitors may not consult with the teaching staff or students during class time without the principal's permission.

Staff members and students are strictly prohibited from propping doors open. Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

For the purpose of preventing unauthorized entry into the school buildings, the principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited the number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;
- E. Security personnel working in the school building are dressed in uniform.

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 lead person 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.

Adopted: Revised May 3, 2018

Key Words

VISITORS (continued)

Visits to the Schools, Visitors

Legal References:

	<u>N.J.S.A.</u> 2C:18-3	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
	<u>N.J.S.A.</u> 2C:33-2	Disorderly conduct
required	<u>N.J.S.A.</u> 18A:7G-5.2	Public school facilities, certain, security measures
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>	New Jersey Smoke-Free Air Act

Possible

<u>Cross References:</u>	*1220	<u>Ad hoc</u> advisory committees
	*3327	Relations with vendors
	*3515	Smoking prohibition
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*5020	Role of parents/guardians
	*5124	Reporting to parents/guardians
	*5125	Student records
	*5142	Student safety
	*5145.11	Questioning and apprehension
	*6144	Controversial issues
	*9010	Role of the member

*Indicates policy is included in the Critical Policy Reference Manual.