

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 chief school administrator shall devise regulations addressing visitors' access to the schools to protect pupils and employees of the district from disruption of the educational program or interference with efficient conduct of their assigned tasks.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission. Persons wishing to visit the school must make arrangements in advance with the school office.

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. Visitors will receive a pass which they must wear, receive instructions, and be provided with a guide, when possible. At no time shall a staff member transact business with a person in school who does not have a visitor's pass. No visitor may confer with a pupil in school without the approval of the designated administrator.

For the purpose of preventing unauthorized entry into the district buildings, the building 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. A pupil is not permitted to leave the school with anyone who has not been clearly identified as his/her parent/guardian, or a person authorized to act on the behalf of the parent/guardian.

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 chief school administrator 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.

Unauthorized visitors, including pupils from other schools, shall be requested to leave the building and/or grounds. If these unauthorized visitors refuse to leave the building and/or grounds, the police shall be summoned. Charges may be preferred by the superintendent against all persons who refuse to leave the building and/or grounds when requested, if the facts warrant such action. He/she shall notify the Board attorney.

VISITORS

Legal References:

N.J.S.A. 2C:18-3

Unlicensed entry of structures, defiant trespasser; peering into dwelling places; defenses

N.J.S.A. 2C:33-2

Disorderly conduct

N.J.S.A. 18A:7G-5.2

Public school facilities, certain, security measures required

N.J.S.A. 18A:11-1

General mandatory powers and duties

N.J.S.A. 18A:54-20

Powers of Board (county vocational schools)

N.J.S.A. 26:3D-55 et seq.

New Jersey Smoke-Free Air Act

Possible

Cross References:

*1220

Ad hoc 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

Pupil records

*5142

Pupil safety

*5145.11

Questioning and apprehension

*6144

Controversial issues

*9010

Role of the member

* Indicates policy is included in the Critical Policy Reference Manual

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