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### VISITORS

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

All visitors shall be required to report to the principal's office upon entering the building. Visitors may not consult with any staff members or pupils during class time without the principal's permission.

Staff members shall inform the main office of individuals found within the building who are not recognized as part of the school community. Staff members shall not transact any business with any individual who has not duly registered at the main office and received authorization to be present in the school for the purpose of conducting business.

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 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. All exterior doors are locked, and, when they are in use for a large entry/exit, monitored by staff members, school security personnel, other representatives of the district assigned to monitor them, or law enforcement officers;
- C. All entrances are clearly and uniformly marked with a numerical sequence in order to assist police, fire, or other emergency or medical services responders in locating and responding to particular areas of the building;
- D. A limited 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; and
- F. The main entrance is the only point of entry and exit for visitors and is only unlocked and opened by the school principal or school security personnel.

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 chief school administrator or designee.

All visitors to the schools must obey policies and regulations prohibiting smoking and any other policies and regulations designed to ensure orderly operation of the school. All persons violating this policy shall be subject to appropriate action, including, but not limited to, prohibition against any future visits to the school and/or report to law enforcement for trespass or other disorderly conduct.

Key Words

Visits to the Schools, Visitors, Sign-in, Propping Doors

**Legal References:**

<u>N.J.S.A.</u> 2C:18-3	Unlicensed entry of Structures, defiant trespasser; peeing into dwelling places; defenses
<u>N.J.S.A.</u> 2C:33-2	Disorderly conduct
<u>N.J.S.A.</u> 18A:7G-5.2	Public school facilities, certain, security measures required
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:20-20	Control and Regulation of Playgrounds
<u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>	<u>New Jersey Smoke-Free Air Act</u>

**Possible**

**Cross References:**

*1220	Ad hoc advisory committees
*3327	Relations with vendors
*3515	Smoking prohibition
*4131/4131.1	Staff development: inservice education/visitations/conferences
*4231/4231.1	Staff development: inservice education/visitations/conferences
*5020	Role of parents/guardians
*5124	Reporting to parents/guardians
*5125	Student records
*5131.1	Harassment, intimidation and bullying
*5142	Pupil safety
*5145.11	Questioning and apprehension
*6144	Controversial issues
*9010	Role of the member