

**Policy**

VISITORS

The Alloway Township Board of Education 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 superintendent 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.

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 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 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 superintendent 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.

Former Students

The board of education appreciates that graduated or other former students may enjoy returning to visit the school. Therefore, the board welcomes students who have graduated from school or are attending other schools to visit with former teachers and friends.

VISITORS (continued)

Former students shall adhere to the rules for visitors and shall be subject to board policy and procedures for conduct. Visits shall be approved by the principal. Former students are prohibited from roaming the building. Any behavior that causes a safety problem, is disrespectful to teachers and other students, or is disruptive to the educational program is prohibited and shall result in visiting privileges being revoked.

The following guidelines shall be observed:

- A. The students must be authorized by an administrator to visit the school during the regular school day;
- B. Students visiting the school shall obtain permission from the administrator before making visitations in the building;
- C. Students' visitations shall be made to a specific individual or group with a stated purpose;
- D. Visiting students must comply with all rules and policies of the school and must agree to obey all directives of adult staff members.

School Visitation Procedure

The following guidelines shall apply to all visitors:

- A. Any person wishing to visit a classroom during the school day must request permission from the superintendent or designee;
- B. The superintendent or designee will consult the classroom teacher regarding the convenience of the proposed visit, and arrange accordingly;
- C. The time limit of visits shall be set by the superintendent or designee;
- D. No visitor shall interrupt the presentation of a lesson, talk to the students or distract the teacher's attention from the students;
- E. A visitor must report to the office and obtain a pass before visiting any classroom;
- F. It is the duty of every teacher upon seeing a stranger in the building to see if they have a pass. If the visitor does not have a pass, he/she should be directed to the office and the teacher should notify the office of the presence of the visitor

Adopted: October 22, 2002, August 26, 1997  
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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; peering into dwelling places; defenses
<u>N.J.S.A.</u> 2C:33-2	Disorderly conduct

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<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:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 26:3D-55 et seq.	<u>New Jersey Smoke-Free Air Act</u>

**Possible**

**Cross References:**

*1220	<u>Ad hoc</u> 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	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.