

9150 SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. 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 Board directs the enforcement of rules governing school visits.

The Superintendent and Building Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors must schedule visits in advance with the school's main office, teacher, counselor and/or administrator.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a pupil in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

The Board of Education may utilize an electronic visitor management system (EVMS) in a school or schools of the district. The EVMS will be located at the entrance to a school building to assist in maintaining control and accountability and to effectively manage visitor activity.

The EVMS will be located at the entrance of the school building in the school(s) utilizing an EVMS. All visitors coming into the building shall be required to report directly to the EVMS, which will be located at the visitor entrance of the building. The EVMS may be self-service or operated by a school staff member.

All school visitors will be required to sign-in when entering a school building utilizing an EVMS. Each visitor will be required to present valid identification that includes the visitor's name, address, date of birth and other information. This information will be entered or scanned into the EVMS and will be used to check a visitor's background against Board approved databases to determine if the visitor



should be permitted to enter the building. The Board of Education will determine the databases to be accessed and the history that would prohibit a visitor from entering a school building.

In the event the check determines the visitor can enter the school building, the visitor will be provided a visitor pass that must be displayed at all times while visiting the school. The visitor will be required to return the visitor badge and sign-out of the school building when leaving.

In the event the check determines the visitor is not permitted to enter the school building, the visitor will not be permitted to enter the school building and will be offered an opportunity to meet with the Principal for an explanation on the Board Policy regarding visitors. School district staff members may contact local law enforcement in the event the visitor is not cooperative in leaving school grounds. In addition, the Principal may contact law enforcement officials after the visitor leaves the school building if the Principal determines the visitor's background should be brought to the attention of law enforcement officials or if the visitor may return to the school requesting to be a visitor.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

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

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 30 April 2007

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