MERCHANTVILLE BOARD OF EDUCATION **130 South Centre Street** **Merchantville, New Jersey 08109**	**File Code: 1250** **Adopted: 09/27/88** **Revised: 08/25/2020** **Reviewed: 03/18/2024**

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.

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

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 chief school administrator's or his/her designee'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 chief school administrator 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 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.

Visitor Procedures for Contagion Prevention

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The principal may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

Key Words

Visits to the Schools, Visitors
Legal References

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:20-20	Control and Regulation of Playgrounds
N.J.S.A. 18A:40-12	Closing Schools During Epidemic
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

McCann v. Bd. of Educ. of South Plainfield, (EDU8243-04, Comm'r, Nov. 5, 2005)
L.A. v. Port Republic Bd. of Educ., (EDU4308-05, Comm'r Feb. 22, 2007)

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:
https://www.nj.gov/education/reopening/

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	Pupil records
*5131.1	Harassment, intimidation and bullying
*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.