

POLICY

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 1250

VISITS TO THE SCHOOL

The board welcomes visits to the school by parents/guardians, board members, other adult residents of the community, and interested educators, when their presence fits 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 controlling visitors.

All visitors shall be required to report to the office upon entering the building. No person will proceed without a visitor's pass.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the school. Visitors may not consult with the teaching staff or pupils during class time without the permission of the chief school administrator.

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 service 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 chief school administrator 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 the 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 school must obey regulations prohibiting smoking, gambling, alcohol, the use, possession, and/or distribution of controlled dangerous substances and drug paraphernalia, the use or possession of firearms or other dangerous weapons, and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and shall be subject to appropriate action.

Previously referenced as Policy 904

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