



THE NEWARK PUBLIC SCHOOLS Newark, New Jersey POLICY



FILE CODE: 1250

(Page 1 of 2)

VISITORS

The Newark Public Schools welcomes visits to school by parents/guardians, Advisory Board members, other adult residents of the community and interested educators, at times that do not interrupt the continuity of instruction for students. In order to ensure the rights of visitors and the sanctity of the students' instructional program, the State District Superintendent has devised the following regulations:

- A visitor is anyone other than a pupil enrolled, or a staff member employed, in the particular school.
- All visitors shall be asked to present identification and required to report to the principal's office upon entering the building.
- Except in emergencies, visitors should schedule appointments to meet with school staff. This enables staff to prepare to respond to parents' specific questions and concerns. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.
- 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 State District Superintendent or designee.
- No visitors are permitted to take photographs, digital images, or video while inside a school building (except during club competitions or interscholastic sporting events that are open to the public) without prior authorization by the State District 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.

Date Adopted by State District Superintendent: January 25, 2005