

## **9150 SCHOOL VISITORS**

In order for the educational program to continue undisturbed when visitors are present, to ensure the safety of pupils and staff 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 disruptive 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 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 student in school other than his or her children without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

Parents who must communicate with their children immediately should notify the school office so their children can meet them. Parents should not remove children from class without notifying the school office.

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

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## **R 9150 SCHOOL VISITORS**

A. Definition

"Visitor" means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board. Visitor includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board.

B. Registration

1. Anyone wishing to visit the school must make an appointment at least 24 hours in advance except in cases of emergency.
2. Every visitor is required to provide a government issued ID, register in the school office and receive a visitor ID which must be worn while the visitor is in the school.
3. A notice will be prominently posted at each entrance to the school building advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors to proceed no farther without registering in the school office.
4. The Principal will maintain a logbook in the main office of the school. Each visitor shall enter his or her name and the purpose of his or her visit in the logbook.
5. The Principal or office personnel designated by the Principal shall arrange for an escort to accompany each visitor to his or her destination, except that the Principal may permit visitors familiar with the school and personally known to the Principal to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report to the school office and, if feasible, accompany the visitor to the school office. A visitor who resists the request or refuses to be accompanied to the school office shall be reported to the Principal immediately.
7. A teacher shall not admit a visitor to his or her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.

8. When a visitor has completed the business of his or her visit, he or she will return directly to the school office, return the identification tag or badge, and promptly leave the building.

C. Permission to Visit Classroom

Instructional time is limited and precious. Visitors to a class can distract both students and teachers and can disrupt instruction. The Principal must determine if the need for the visit outweighs the potential for disruption.

1. Permission to visit a classroom in session must be sought from and granted by the Principal.
2. In general, arrangements to visit a classroom should be made a day in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the Principal will so advise the visitor and suggest another time for the visit.
4. The Principal is authorized to exclude a visitor from a classroom if the Principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.
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6. The Principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal.
8. The Principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. A parent or legal guardian who has been denied access to his or her child's classroom may appeal the Principal's decision to the Superintendent, whose determination may be appealed to the Board of Education in accordance with Policy No. 9130.

**D. Limitations on Visits to School**

1. Visitors are permitted in the schools during school hours provided that they have made an appointment at least 24 hours in advance.
2. A visitor may remove a pupil from school only in strict accordance with Policy No. 5230.
3. A visitor may confer with a pupil in the school only with the approval of the Principal and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the Principal.
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Principal.
7. The Principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parents or legal guardians of pupils in the classroom.

**E. Disruptive Visitors**

1. The Principal has complete authority to exclude from school premises any person whom he or she believes may:
  - a. Disrupt the instructional program;
  - b. Disturb teachers or pupils; or
  - c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he or she may be disruptive may be requested to leave the school premises. If the visitor so requested does not leave, the Principal may summon assistance from the Westfield Police Department.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be restrained by appropriate means pending the arrival of law enforcement officers.

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4. If the Principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Principal will:
  - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
  - b. Contact the Westfield Police.
  - c. Consider initiating a school lock down or shelter in place.
  - d. Contact the Superintendent of Schools.

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