

R 9150 SCHOOL VISITORS

Responsibility:

The Principal or his/her designee will have the prime responsibility for the implementation of these procedures.

Definition:

A “visitor,” for the purpose of this policy, is anyone who seeks entry into a school during the school day and is not a student at the school, an employee assigned to the school, a volunteer approved by the principal, or a district-level administrator. Visitors include, but need not be limited to, parents/guardians, family members, district residents, guests, educational researchers, and Board members. For the purpose of this policy, “visitor” also includes persons present in school buildings to attend meetings or events sponsored by the Board and persons given permission by the Board to meet in the school.

A. Registration

1. Arrangements for a visit to any district school must be made in advance and approved by the Principal.
2. A notice will be prominently posted at each entrance to the school buildings advising all visitors to enter through the front door and report directly to the main office before advancing to any other location in the school.
3. Report to the main office, show photo identification, sign in, and obtain and wear a visitor’s badge while on school grounds.
4. Return to the main office at the conclusion of each visit to sign out and return the visitor’s badge.

B. Visits to School

1. Individuals who have been granted permission by the Principal to visit the school will be escorted to their permitted location whenever practical.
2. The Principal is authorized to exclude a visitor from the classroom or any other location within the building if the principal has reason to suspect that



the visitor may disrupt the educational program or threaten the health and safety of the students or staff.

3. The Principal may arrange visits to classroom by educators and student teachers with the cooperation of the classroom teachers, and teachers may invite guest speakers or observers to their classrooms with the approval of the Principal.
 4. The Principal shall evaluate all requests to visit a classroom and may deny requests.
- C. Limitations on visits to school
1. A visitor may remove a student from school only in strict accordance with Policy #5230.
 2. A visitor may confer with a student only with the approval of the principal and in the presence of a certificated staff member.
 3. A visitor shall not interrupt the instructional program or school routine, speak to or disturb students, or district a staff member. A visitor who wishes to confer with a teacher must make arrangement for a conference at a later date.
 4. A visitor may not bring a child or children to a classroom without the express permission of the Principal.
- D. Disruptive Visitors
1. The Principal has complete authority to exclude from school premises any person whom he/she believes may:
 - a. Disrupt the instructional program;
 - b. Disturb teachers and/or students; or
 - c. Commit an illegal act.
 2. A visitor whose presence or conduct is disruptive shall be requested to leave the school premises. If the visitor so requested does not withdraw,



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the Principal or designee may summon assistance from local law enforcement.

3. If the principal or designee has been alerted to dangerous persons in the school vicinity or has been informed that a person intends to enter the school with the intent of doing harm, the principal/designee may, at his or her discretion, assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known.
4. The Chief School Administrator shall be notified of all situations, real or pending, relative to disruptive visitors.

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