

REGULATION

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. 9150

OPERATIONS
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School Visitors

R9150 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. For the purposes of this regulation, "visitor" does not include persons present in school buildings after normal school hours attending meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

B. Registration

1. Every visitor is required to register in the school office.
2. 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 further without registering in the main office.
3. Upon entering the main office, visitors must sign in through the administratively approved visitor management system, completing all required information as requested in the system.
4. Each visitor will be given an identification tag or badge, which must be worn at all times while the visitor is in the school. The Principal may give a permanent identification tag or badge to a tradesperson who makes regular and frequent visits to the school.
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.

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6. A staff member who encounters a visitor without identification will request the visitor to report to the main office and, if feasible, escort the visitor to the school office. A visitor who resists the request or refuses to be escorted to the school office shall be reported to Security 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.
9. The provisions of this paragraph may be waived for parents attending scheduled parent-teacher conferences.

C. Permission to visit classroom

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 at least two days 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.
5. A parent who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Principal.
6. The Principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.

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7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal. Each such guest speaker and observer must first respond to the main office and then follow the registration procedures.
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 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 on school days.
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 one period without the express permission of the teacher and the Principal.
7. The Principal may restrict the number of visitors to any classroom at anyone time. Preference will be given to the parents of pupils in the classroom.

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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 withdraw, the Principal may summon assistance from Security and/or the New Jersey State Police.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
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 may, in his or her discretion
 - a. Assign security personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
 - b. Request further assistance from the New Jersey State Police in order to facilitate the safety of students and staff

Adopted: 18 December 1995

Revised: March 17, 2020