

REGULATION

PATERSON SCHOOL DISTRICT

COMMUNITY
R9150 Page 1 of 4
School Visitors

R9150 SCHOOL VISITORS

The term "visitor" means anyone other than a student enrolled or a staff member assigned to work at the particular school. This does not include persons present in school buildings to attend meetings of the Board of Education or for other purposes authorized by the Board.

A. Registration

1. Every visitor is required to register at the designated location.
2. A notice will be prominently posted at the school entrance advising visitors to sign in before advancing to any other part of the school.
3. The Principal will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook, except that the Principal may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn 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. A staff member who encounters a visitor without identification will accompany the visitor to the designated reporting office. A visitor who resists the request or refuses to follow directions shall be deemed a trespasser.
6. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.



REGULATION

PATERSON SCHOOL DISTRICT

COMMUNITY
R9150 Page 2 of 4
School Visitors

7. When a visitor has completed the business of his/her visit, he/she will return to the designated school location, return the identification tag or badge, and promptly leave the building.

B. 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 one day in advance of the intended visit.
3. 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.
4. The parent(s) or legal guardian(s) 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.
5. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal. Each such guest speaker and observer must sign the school logbook.
6. 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. The parent(s) or legal guardian(s) who has been denied access to his/her child's classroom may appeal the Principal's decision to the Superintendent.



REGULATION

PATERSON SCHOOL DISTRICT

COMMUNITY
R9150 Page 3 of 4
School Visitors

C. Limitations on Visits to School

1. Visitors are permitted in the schools only during school hours or authorized events.
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 parent(s) or legal guardian(s) of pupils in the classroom.

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 or pupils; or



REGULATION

PATERSON SCHOOL DISTRICT

COMMUNITY
R9150 Page 4 of 4
School Visitors

- c. Commit an illegal act.
 2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive will be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal will take appropriate action.
 3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school will be subdued by appropriate means pending the arrival of law enforcement officers.
- E. Visitor Procedures for Contagion Prevention
1. In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted.
 2. The principal may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the school's screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face covering while in the school building.
 3. Face coverings shall be required in all cases and at all times. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to their health. A child under two years of age shall not be required to wear a face mask.

Issued: 21 October 2020
Revised: 11 June 2025

