

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: SCHOOL VISITORS**

(By Personnel Not Assigned To The Building)

The Board welcomes visits to the schools by parents/guardians, Board Members, other adult residents of the community, and interested educators when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Chief School Administrator shall devise regulations controlling visitors.

All visitors shall be required to report to the Principal's office upon entering the building.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the Principal's approval.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship where necessary.

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 Chief School Administrator 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.

**Legal References:**

N.J.S.A. 2C:18-3 Criminal Trespass

N.J.S.A./A. 2C:33-2 Disorderly Conduct

N.J.S.A. 18A:11-1 General Mandatory Powers And Duties Powers Of Board

N.J.A.C. 18A:54-20 Powers of the Board (county vocational schools)

N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act

N.J.S.A. 26:30-55 et. Seq. Legislative Findings And Declarations (Smoking In Educational Institutions)

**Cross References:**

1220 Ad Hoc Advisory Committee

3327 Relations With Vendors  
3515 Smoking Prohibition  
4131/4131.1 Staff development; in-service education/visitations/conferences  
5020 Role Of Parents/Guardians  
5124 Reporting to Parents  
5125 Pupil Records  
5142 Pupil Safety  
5145.11 Questioning And Apprehension  
6144 Controversial Issues  
9010 Role of the member

Adopted: June 30, 1997

Revised: August 20, 2007