

PLAINFIELD PUBLIC SCHOOLS

SCHOOL VISITORS

The Plainfield Board of Education encourages the community to visit its schools and classrooms throughout the school year. , The Board recognizes its responsibility to provide a safe and secure environment for staff and students; therefore, all school visitors will be welcomed at the discretion of the school principal. Student visitors, in general, are not approved.

With the exception of activities open to the public, in order to insure the safety of students and staff, all visitors including salespersons are required to:

1. Contact the building principal well in advance to request a visitation;
2. In the event of an approved visit, report to the designated area on the day of the visit to secure a visitor's pass. Visitors must be escorted to and from the classroom or other area of interest.
3. Return the visitor's pass to the office before leaving the building.

Notices must be posted by the principal at each entrance to the building and in strategic hallways reminding visitors to report to a specified office before going to a classroom or other area of the school.

Adopted: 3/13/96

Revised: 1/14/09