

PLAINFIELD PUBLIC SCHOOLS

SCHOOL VISITORS

The Plainfield Board of Education **and staff welcome and strongly** encourages ~~the~~ **members of the** community **and other interested persons** to visit ~~it's~~ **the** 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.

Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval and teacher's notification. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

The Principal or his/her designee shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purposes of committing an illegal act.

Upon arrival, all visitors must comply with any applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds: Class C misdemeanor

Adopted: 3/13/96

Revised: 1/14/09