

FAIRFIELD AREA SCHOOL DISTRICT

SCHOOL VISITORS

7140

7140.1

Purpose

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. To insure order in the schools, it is necessary to establish guidelines governing school visits.

7140.2

Delegation of Responsibility

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of the District in accordance with the following procedures:

7140.2a Persons wishing to visit a school should make arrangements in advance with the school office in that building.

7140.2b Upon their arrival at the school, visitors must register at the office where they will receive instructions.

7140.2c Staff members shall be expected to require that a visitor has duly registered at the school office and received authorization to be present for the purpose of conducting business.

7140.2d No visitor may confer with a student in school without approval of the principal.

7140.2e Should an emergency require that a student be called to the school office to meet a visitor, the principal may be present during the meeting.

7140.2f School visits should be governed in a way that requires minimum disruption to the educational activity of the school.

7140.3

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the requests must be made prior to the visit, in accordance with established administrative regulations.

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

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Parents/Guardians may be limited to one (1) class period per visit, per child in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, eating lunch with your child and chaperoning for field trips shall not constitute a classroom visit for purposes of this policy.

7140.4

Authority to Remove Visitor from the Building or Grounds

The Superintendent and/or building principal or their designees have the authority to have a visitor removed from a district building or the campus for failure to comply with these guidelines. In addition, any visitor who engages in any loud or disruptive behaviors or fails to comply with any directives issued by the administrative staff will also be removed from the district. Any administrator has the authority to seek police support in event that visitor poses a threat to the security of the building or campus or fails to comply with directives.