

VISITORS TO THE SCHOOL

Fayette School Committee encourages the active interest and involvement of parents and citizens at Fayette Central School. In order to avoid interruption of the instructional program and to promote the safety of students and staff, administrative procedures concerning visitors are needed. Such procedures shall be subject to the approval of the Committee. It is understood that procedures may vary due to differing considerations such as age of the students and building layout.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors:

- A. The term “visitor” shall apply to any person on school grounds or inside Fayette Central School who is not an employee of Fayette School Department/or AOS #97 employee representing Fayette’s interest or student of Fayette Central School.
- B. All visitors shall report to the main office upon arrival at the school and sign in.
- C. All visitors who wish to visit classrooms, observe aspects of the instruction program or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual School Committee members shall follow the same procedures as other visitors, and state whether they are visiting on personal business or in connection with Committee duties.
- E. Visitors shall comply with all applicable Committee policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- F. The Administrator and/or designee has the authority to refuse entry to school grounds or the building to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the school. This may include, but not be limited to, the news media, profit-making businesses, fundraisers, and other organizations seeking access to students and/or staff.
- G. School staff shall report unauthorized person on school grounds or inside the school to the Administrator and/or designee. Unauthorized person shall be directed to leave the premises immediately.
- H. The Administrator and/or designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to Fayette Central School.

Cross Reference: BCA-Board Member Code of Ethics
 Emergency Response Plan
 JLF-Reporting Child Abuse and Neglect

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