5.16—ADMITTING VISITORS TO SCHOOL BUILDINGS

In order to protect the safety of students and teachers and to prevent unnecessary disruption of school programs, it shall be the policy of Fayetteville Schools to require visitors to report to the principal’s office before going to other parts of the building or premises.

PROcedures

1. Principals or their designee will determine the visitor’s purpose in the building. Routine requests may be granted or denied verbally.
   If principals feel more formal recognition should be given to the request, a visitor’s permit or denial may be issued. Sales persons or solicitors for special projects may be required to get approval from a central office administrator before their request is considered.
   Central office administrators introducing a person to make a request or making any commitment to a visitor should complete a Visitor’s Permit Card (1240-ES-f) to be presented to the principal.

2. Visitors who frequently or regularly come to the building or premises for an approved purpose may be issued a standing permit.

3. Guests and/or personal friends invited by school personnel should follow the same procedures as other visitors.

4. All post-secondary students and staff wishing to visit in a Fayetteville school for any purpose related to a course, special studies or research activities must get approval from the appropriate post-secondary administrator prior to the consideration of their request. The appropriate post-secondary administrator will forward approved requests to the appropriate assistant superintendent administrator for instruction for consideration of district approval. The assistant superintendent administrator will communicate with affected school principals in making decisions. (Further information on Field experience program is found in policy and procedures 4123.)

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