

FAUQUIER COUNTY PUBLIC SCHOOLS	Policy: 2-3.6
	Adopted: 06/11/12
	Revised:
VISITORS TO SCHOOL	

1. Generally

- 1.1. Visitors are welcome in the Fauquier County Public Schools. Visitors shall immediately report to the relevant administrative office of the school which they are visiting and obtain a visitor’s pass. Those who do not obtain permission are not authorized to visit and will be considered trespassers. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator.

2. Visitors

- 2.1. Visitors shall wear the visitor’s badge obtained at sign in so that it is visible at all times while on school property.
- 2.2. Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTO meetings, and other school programs. Except as otherwise required by law, non-custodial parents shall not be denied, solely on the basis of their non-custodial status, the opportunity to participate in any of the student’s school activities in which such participation is supported or encouraged by the policies of the School Board.
- 2.3. When visiting classrooms, the parent/guardian must follow the procedures below:
 - 2.3.1. Notify the teacher at least one-day in advance to minimize interruption to instruction and assist in making the visit meaningful. The principal may grant exceptions to this requirement.
 - 2.3.2. Upon arrival, check in at the main office and sign out upon departure from the school.
 - 2.3.3. Time the visit so that instruction is not interrupted.
 - 2.3.4. Be seated in the classroom where directed by the teacher to minimize distractions.
 - 2.3.5. The classroom visit is not a conference, and the teacher may not be free to talk with visitors after the class. An appointment should be made if a conference is desired.

3. School Procedures

- 3.1. All schools shall designate a person for the following duties:
 - 3.1.1. Monitor the visitor sign-in location;
 - 3.1.2. Maintain the log, which may be electronic; and
 - 3.1.3. Issue visitor badges
- 3.2. The sign-in location shall be the main office or main entrance hallway. Schools may require visitors to provide a current driver’s license, or current form of identification which may be checked against the Sex Offender and Crimes Against Minors Registry.
- 3.3. The sign-in log must include a section for the following:
 - 3.3.1. Visitor’s full name,
 - 3.3.2. Time the visitor signed in,
 - 3.3.3. Location the visitor will visit, and

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- 3.3.4. Time the visitor signed out
- 3.4. Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of the visit or violates rules, regulations or laws.
- 3.5. A standard sign will be placed at the main entrance and other designated entries, welcoming visitors and directing them to the main office.
- 3.6. All exterior doors will be secured during school hours except:
 - 3.6.1. Entry doors monitored by office staff;
 - 3.6.2. Doors used by students from portable classrooms that have camera coverage and are monitored by staff; and
 - 3.6.3. Doors used by students for class changes when monitored by staff
- 3.7. Secured doors shall not be propped open unless approved by the principal or designee for a specific purpose and monitored during the time the door is unsecured.
- 3.8. Schools will designate staff to periodically check doors during the school day to ensure they remain secured.

4. Trespassing

- 4.1. No one shall be in a school building after school hours unless one of the following applies:
 - 4.1.1. He is on official school business,
 - 4.1.2. He is participating in a supervised school activity,
 - 4.1.3. He is authorized by the administration,
 - 4.1.4. He is a spectator at an activity open to the public.
- 4.2. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service.
- 4.3. It is prohibited for any person whether or not a student, to enter or remain on any school property, including school buses, in violation of the following:
 - 4.3.1. Any direction to vacate the property by an authorized individual; or,
 - 4.3.2. Any posted notice which contains such information, posted at a place where it reasonably may be seen.
 - 4.3.3. Persons violating these provisions of state law may be prosecuted.

5. Sex Offenders on School Property

- 5.1. No adult who has been convicted of a sexually violent offense, as defined in Virginia Code Section 9.1-902 and School Board policy 2-2.2, may enter or be present upon public school property, during

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school hours and during school-related and school-sponsored activities, unless one of the following applies:

- 5.1.1. He is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote;
- 5.1.2. He is a student enrolled at the school; or
- 5.1.3. He has obtained a court order except as defined in Policy 2-2.2, allowing him to enter and be present upon such property, has obtained the permission of the School Board for entry within all or part of the scope of the lifted ban, and is in compliance with such school division terms and conditions and those of the court order.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 9.1-902, 18.2-128, 18.2-370.5, 18.2-415, 22.1-4.3; *Commonwealth of Virginia et al. v. Doe*, 278 Va. 223 (2009).