



Fountain Valley High School



Protocol for Visitors to School Campus

It is important that all visitors be made aware of and adhere to HBUHSD BOARD Policy 1250 which governs the activities of outsiders.

The presence of any parent, community person, organization representative(s), former and/or current HBUHSD employee, concerned groups, or other individuals or groups, regardless of affiliation, requires the **Administration's CONSENT AND APPROVAL**. Pupils, school personnel, classroom, special programs, or other activities, regardless of their funding source, are not subject to visitation, observations or any other external attention without the school administrator's approval.

Visitor Policy: FVHS is considered a **Closed Campus** during regular school hours. It is our goal to have a **safe** and **healthy** environment for our staff members, students, and those visiting our campus.

In general, all visitors, including parents/guardians, must sign in at the reception desk and receive proper authorization to be in the school. Procedures for visitations by parents/guardians are shared with them at the beginning of the year. Visitors will be given a visitor sticker to wear while on campus. Student visitors must have prior authorization from the principal or designee before entering the school site. Unless pre-arranged, visitors are not authorized to visit classrooms, walk around campus, including the library, cafeteria, gym, etc. during the instructional school day, including before and directly after school hours.

- All visitors must have valid photo identification.
- All visitors must obtain a visitor's permit by signing in on the iPad at the main entrance.
- Visitors are not permitted in classrooms without direct approval of an administrator.
- Teachers should immediately notify an administrator or campus security of unauthorized visitors.
- Teachers should notify the Curriculum office in advance when seeking approval for a visitor and/or guest speaker they wish to schedule to visit your class or club.
- Any teacher having a guest speaker/visitor must receive approval from administration prior to the speaking engagement or the engagement will be cancelled.
- All unexpected visitors are directed to front Administration Office where the purpose of their visit is ascertained.
- Parents may be asked to wait in a designated office to meet teachers for conferences.
- Former students may only go to the Attendance Office for transcripts. They are NOT allowed on campus to visit teachers during the school day unless prior permission has been obtained.
- College student observers must clear through the training institutions and must present proper credentials to the Student Teacher Coordinator.

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GUEST SPEAKERS/Special Visitors

One Time Visit

1. Teacher must fill out guest speaker form and turn it into the AP of Curriculum for approval.
2. Forms must be turned in a week before the planned presentation.
3. Forms turned in less than 48 hours before the event will result in guest being denied entry onto campus.
4. Teacher **MUST** be in the room at all times. Guests are **NEVER** to be alone with students.

Multiple Visits (Former students*, parents, volunteers)

1. Teacher must fill out guest speaker form and turn it into the AP of Curriculum for approval.
2. Guest Speaker **MUST** be an approved VIPS (Volunteers in Public Schools) through the Community Resource Coordinator before they will be allowed on campus for their 2nd visit. To get VIPS approval have guest do the following:
 - a. Fill out online volunteer application at fvhs.com/VIPS
 - b. Fill out TB Risk Assessment with School Nurse
3. Teacher requesting multiple visitors **MUST** email AP of Curriculum the following information:
 - a. Full name
 - b. Dates/Days
 - c. Their purpose for visiting
 - d. Their destination
 - e. Who they are visiting (accountability)
4. Once the person is cleared through CRC and AP of Curriculum, teacher will be informed and can then schedule the visits.
5. Teacher **MUST** be in eyesight at all times. Visitors are **NEVER** to be alone with students.

*If former student/alumni contacts a teacher and wants to visit, teacher must email AP of Curriculum at least 24 hours in advance. This email should contain alumni's name, grad year, purpose of visit and destination (classroom).

Reminder:

These protocols are put in place to ensure the safety of ALL STAFF and STUDENTS

