

AIR FORCE ACADEMY HIGH SCHOOL

YASHIKA TIPPETT-EGGLESTON
PRINCIPAL
MELANIE BEATTY-SEVIER
ASSISTANT PRINCIPAL



Lt Col MARK BENZ (Ret)
COMMANDANT

Effective 1/15/2014

VISITATION POLICY

Air Force Academy High School (AFAHS) encourages parents and other stakeholders to visit the school. There are many potential benefits that can result from an increased interaction with parents and stakeholders. In those efforts, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the cadets and staff, and to protect the facilities and equipment from misuse or vandalism.

The administrative team at AFAHS works to achieve a balance between the potential benefits and risks associated with the presence of visitors in our school building. Limitations may be placed on visitors to avoid disruption to the school operations. The principal or principal's designee shall have the authority to determine which visits are permitted as well as the direction to set any appropriate conditions on the nature and extent of such visits.

In exercising this discretion, the principal shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the student. The administrative team will put in place appropriate rules to provide guidance for the school personnel to ensure that visitors will have a worthwhile experience. AFAHS school personnel will work to ensure that visitors are courteously received and sincere efforts are made to provide information as needed to foster a cooperative relationship between home, school and the community.

Visitor's Guidelines:

A. General Requirements for Visitors to School

- a. A visitor is defined as any person seeking to enter the school building who is not an employee at AFAHS or student currently enrolled at AFAHS.
- b. All visitors must enter the building at door number "1" and report to the main security desk for an approved entrance.
 - i. Once approved, the visitor will be directed to his/her pre-scheduled appointment with a teacher or other authorized school business. All visitors must present appropriate form of identification when on school premises.
 - ii. Meetings with instructional staff (teachers) have to be scheduled in advance. Meetings with non-instructional staff should also be scheduled in advance, however, the visitor can request a meeting without advance notice but the acceptance of the request is contingent on the non-instructional staff member's schedule.

"Soaring High and Making Marks!"

Integrity First – Service Before Self - and Excellence in All We Do!

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- c. Visits may be prohibited at certain times such as first or last week of school, immediately before or after vacations or breaks and while standardized testing or other student assessments are being conducted.
 - d. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled cadets will generally be given preference.
 - e. All school visitors must comply at all times with the Board of Education policies, administrative rules and school regulations.
- B. Visitors to Classrooms or Other Instructional Areas:
- a. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
 - b. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - i. remaining in a designated place or seat
 - ii. refraining from speaking to students while the class or activity is in session
 - iii. refraining from entering or leaving the area while an activity is underway
 - iv. requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
 - v. requiring that the visitor be chaperoned
 - vi. limiting the duration of the visit to particular times or length of time
 - vii. limiting the activities of the visitor to a particular purpose(s)
 - viii. designating particular routes of travel in the building or upon the school grounds
- C. Special Situations
- a. Both custodial and non-custodial parents of an AFAHS cadet have rights to visit unless a court order exist restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
 - b. The building principal or principal's designee has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

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