

VISITOR POLICY

For the safety and educational benefit of our students, please refer to the following information:

1. **ALL VISITORS MUST REPORT** to the Administration Office, sign-in, and get a visitor's badge. This includes family members of students' and staff. Access to the campus may require approval by administration, depending on the reason for the visit.
2. Visitors must wear the visitor's badge at all times and follow all school and DOE rules.
3. Visitors who want to meet with a student, will be asked to show proof of identification to ensure that they are listed as custodial parents/guardians. Visitors listed as an Emergency Contact will not be allowed to meet with a student without parent/guardian consent.
4. Parents/guardians who need to meet with administrators, teachers, or staff are advised to make an appointment to help ensure their availability. Meetings, instruction, and other school business will not be interrupted unless the visit is deemed an emergency by the administration.
5. Upon the receipt of a parent's/guardian's request to observe his/her child in class, or to attend school with your child, per the DOE memo, dated November 17, 2016 and titled, ***Classroom Observation of Students by Non-Department Individuals***, the school will:
 - Obtain the purpose of the observation in writing. (See the "Request for Observation" form.)
 - Schedule the observation at a mutually agreeable time/duration in accordance with the stated purpose of the observation.
 - Escort and accompany the observer to and from the classroom, and during the observation.
 - Protect the rights of other students in the class.
 - Consider whether the observer would have a significant impact on the student or other students in the class, or disruption of routine(s). Alternate ways may need to be considered.
 - Inform the requester/observer that the observation may be terminated if it appears that the observer is distressing a student(s), or disrupting the routine(s) or activities.
6. **Red Raider Health Clinic patients (and those who accompany them) are not required to sign-in at the Administration Office, however, are expected to go directly to the clinic and not loiter on the school campus.**
7. Food, flowers, balloons and other items are allowed on campus **IF** items are not a disruption to the campus, class or instructional time. Check with teachers before bringing food to class. Reserving seats in the cafeteria for celebrations is **NOT** allowed.