

BUILDING VISITATION POLICY FOR NON-DISTRICT EMPLOYEES TEMPE ACADEMY OF INTERNATIONAL STUDIES

Each school in Tempe Elementary School District #3 is required to establish and publish a policy regarding the visitation of non-district (parent, community) employees at school during the school's instructional day.

Purpose of Policy

The purpose of the visitation policy is: 1) to minimize distractions and protect teaching and learning/instructional time and assessments; 2) to maintain an orderly flow of visitors without overcrowding; 3) to ensure a calm, safe and orderly environment; 4) to minimize interaction between visitor(s) and the students and staff.

REQUIREMENTS

- 1. All visitors must sign-in/out at the front office.**
- 2. All visitors must wear a badge or name tag to identify them as a visitor to the building/property.**
- 3. All visitors will be asked to leave keys or a driver's license until they sign out and return the badge.**
- 4. Other than parents/guardians, visitors must have written permission from the parent/guardian to visit with a student, this includes outside agencies, e.g., counseling, behavioral support. No therapy is permitted on school property at any time.**
- 5. All visitors must adhere to all district and school policies and regulations to include those for appropriate dress, language and decorum at all times.**
- 6. All visitors that would like to visit their child's classroom should contact the teacher 24 hours in advance to set up the time.**
- 7. Visitors should not have interaction with students or staff during instructional time.**
- 8. Visits to classrooms are limited to 30-45 minutes.**
- 9. Authority to limit, restrict or reschedule visits rests with the principal or district administration.**

VISITATION OF CLASSROOMS (OTHER THAN CHILD'S CLASSROOM) AND TOURS

Visitation of classrooms other than your own child's classrooms and building tours are subject to the approval of the principal and are scheduled by the office staff. Tours are provided by the principal by appointment only. If these visits are approved, they are limited to no longer than 15-20 minutes and an adult staff member must accompany the visitor. Preschool age children are not allowed on tours or visits.

If you have any questions, please contact Denise Dunwoody, TAIS Principal.
9/21/18