

## VISITORS TO SCHOOL

### KI-R © REGULATION

At Willow Creek Charter (WCC), we endorse an open-door policy. Parents, community members and volunteers are welcome. All visitors and volunteers *MUST* sign in at the office so that they can attach a visitor or volunteer badge to their clothing. Please sign out and return the badge before leaving campus.

All volunteers that work with students *MUST* have a valid Arizona fingerprint card. Please fill out a "Volunteer Form" if you would like to help with needed areas at our school or classroom.

Parents of enrolled pupils and parents who wish to enroll their children in the School may visit, tour and observe the School and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The School may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

For those who wish to visit a classroom during the school day, the visitor must contact the administrator in advance to arrange a day and time for such visit. Conflicts with the School schedule shall be avoided.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto School premises, including visits or audits to a classroom or other school activity, without approval by the administrator. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the School administrator.

Anyone who is not a student or staff member of the School, and is in violation of Policy KI and this regulation, may be asked to leave the property of the School. Failure to comply with the lawful directions of School officials or of School security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against School regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

If you would like a conference with administration, please contact the school for an appointment.

### **Parent Behavior**

If there is an incident with your child at our school, please know that we investigate these events completely to determine what occurred, and we follow our no-bullying policy and student rules. If you or your child have any concerns, please discuss these issues with the Director in the office so that we are fully informed and can handle any situations properly in a timely manner. *Parents are NOT allowed to confront or discuss these events with our students directly; all concerns will be reviewed in an adult fashion and handled appropriately. Parents confronting students will not be allowed to come onto campus in the future other than to drop off and pick up your child.*

We want to provide the best appropriate learning environment for our student's academic and social care. In order to do this, we must *ALL* pay close attention to our interactions as adults on a day-to-day basis, as this directly affects children. *Staff members, teachers and parents should always consider themselves as role-models and follow the same school rules (listed in Discipline above) that we are asking of our students/children.* Our goal is to develop strong students who respect themselves, others and the community by modeling that behavior. We respectfully ask parents/guardians to follow these guidelines while on our school campus.

On field trips, parent chaperones must follow the school's Discipline Policy. Make sure you have a clear understanding of our policy and what the teacher/school needs from you in this role.

If you are not functioning as a chaperone or volunteer, please do not discipline students. Please make a staff member aware of any issues and they will handle the situation appropriately.

It is not appropriate to discuss a concern or gossip about a teacher, student or staff member in front of students or other parents. Please come to the office and discuss your concern with the Directors.

**KI-E ©  
EXHIBIT**

**VISITORS TO SCHOOLS**

Parents of enrolled pupils and parents who wish to enroll their children in the School must fill out this form to visit, tour, or observe a classroom.

Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Name of Pupil or Prospective Pupil: \_\_\_\_\_

Name of Classroom Parent seeks to visit, tour or observe:

\_\_\_\_\_

Please describe the reason for your visit, tour or observation so that the School may best satisfy your request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_