



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

SCHOOL VISITATION POLICY | 5012.9

The Red Clay Consolidated School District welcomes visitors to its schools. It recognizes the importance of parent involvement in their children's education, and encourages parents, as well as others, in fostering positive home, school and community relationships. The District also considers the safety of its students and staff to be one of its highest priorities. We feel that we have a strong obligation to provide a safe, secure learning environment in each of the District's schools.

Definition of Visitor

For the purpose of this policy, the term "visitor" shall be defined as any individual who is not an employee or student of the Red Clay Consolidated School District. (Contractors and vendors are to sign in, wear badges, and follow the same guidelines as other school visitors.)

Visitation Guidelines

The following procedures will be in effect in all school buildings in the Red Clay Consolidated School District and we ask your cooperation in following them. The District's objective is to promote a safe and welcoming learning environment for all learners.

- All visitors are required to use the main entrance to the building.
- All visitors are required to report to the main office immediately upon entering any school building.
- All visitors, including those whose visits are pre-arranged, will be asked to sign a visitors' log and will be issued a visitor's badge.
- Visitors are required to wear the badge during all times while in the school building.
- Visitors are required to sign out in the visitors' log and return the visitor's badge.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the main office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrator and teacher, who will indicate the best time for such activities and required training.
- Parents/guardians are welcome to visit their child's classroom to view a lesson. However, in order to ensure that the educational process is not interrupted, the District requires that parents/guardians make arrangements through the principal at least 24 hours in advance. Teachers may request that an administrator attend during the classroom visit.
- Visitor badges are valid to/from the location noted in the visitor's log. The badge does not denote permission to travel to other areas of the building without authorization.
- Visits to areas other than classrooms (cafeteria, gymnasium, etc.) require permission of a building administrator.
- District staff may ask for photo identification. Visitors are assured that this safeguard is for the protection of all students.

Authorizing Code RCCSD Board of Education Policy 5012
Office Responsible Deputy Superintendent
Attachments N/A

Issued January 20, 2017
Revised N/A



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

Limitations of Visits

Administrators are authorized to limit the visiting of school/classes when, in their judgment, the visiting by an individual is disruptive/inappropriate to the classroom learning or the orderly school process.

Failure to Comply with District Policy

Failure to comply with this policy subjects violators to arrest for trespass on school grounds and facilities in violation of 11 Del.C. § 821.