

PARENT VISITS - PROTOCOL AND EXPECTATIONS

The District's preschool program generally operates on a limited schedule of two hours and forty-five minutes for each instructional day. Given the short instructional day, visits from parents during the instructional day for preschool students are typically not allowed. Exceptions will be made only on a case-by-case basis. Exceptions might include family emergencies, student health related needs or other unique circumstances that necessitate immediate access to the student.

Parents, guardians and other person authorized by the parent/guardian who need to visit or have contact with the student during the school day must take the following steps:

1. Parents must contact the preschool site supervisor, [PROVIDE NAME AND CONTACT HERE] 24 hours prior to the visit. The site supervisor or their designee will attempt to respond to the request at least 2 hours prior to anticipated time of the visit, to inform visitor or whether the visit will be permitted. If the visit is not approved by the site supervisor or their designee, the visitor should not be present at the site.
2. At preschool sites with Raptor (a school visitor management system), the parent/guardian/authorized visitor will be expected to comply with the protocols and requirements of Raptor when entering the preschool site. For programs that do not have Raptor, visitors can be expected to provide legal identification and will be required to sign in prior to any visit.
3. Visitors to the preschool program will be accompanied at all times by site administration or staff. Visitors are not permitted to move outside of designated areas at the site without the expressed permission of site administration or staff.
4. All visitors, throughout the entirety of their visit to the school program are required to act and communicate in a manner that does not disrupt the school or work environment. Any conduct that is threatening, demeaning, disruptive may result in the visitor being required to immediately leave the site premises. Failure to leave the building upon the site supervisor or their designees request may result in the visitor's removal from the building by law enforcement and the issuance of a no trespass directive prohibiting or limiting future visits to the site or other sites under the operation of the school district.
5. Exceptions may exist when there are exigent circumstances that do not make advanced approval possible.