Revised and Board Approved: November 08, 2023

## **2.008 Campus Visitors Policy**

All visitors at Riverside Leadership Academy must sign in at the front office. All visitors are required to wear a visitor badge while on campus. Once a visitor has checked in, they will be escorted to their destination. All visitors must abide by the policies set forth in the Riverside Leadership Academy Parent-Student handbook at all times.

Family members are welcome to join the student during lunch on designated days. The student's teacher will communicate the days of the week that are open for visitors during lunch. Visitors and volunteers should notify the teacher if they plan to visit during lunch so that the teacher can plan accordingly and/or let the visitor(s) know of any changes to the daily schedule.

In the event a parent/guardian requests to observe their student's class, the parent/guardian must make an appointment directly with the Executive Director or their designee to visit a class for this purpose. Unexpected visits are not allowed because they disrupt classroom instruction and routines.