

## **Nasha Shkola Visitors Procedure**

Parents are always welcome at Nasha Shkola Charter School. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the School Office to sign in. All visitors should be prepared to present their photo ID at each school visited.

### **Parent's Classroom Visitation Policy**

Nasha Shkola wants parents/guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. If you choose to visit your child during class time, the following procedures apply:

- School administration and the teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
- Parents must sign in through the School Office. No person, other than the student's parent/guardian will be allowed to see the student without the parent/guardian's written permission or the parent/guardian being present.
- Classroom visits or observations are limited to two 45 minute visits per eighteen weeks.
- Classroom visits or observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the Lead Teacher.

### **Lunch with Students**

- Parents are welcome to eat lunch with their student(s). Parents may only bring food for their student.
- Relatives of students are welcome for lunch when accompanied by the parent/guardian or with written parent permission.
- Parents should sit with their student in a designated area. Other students will not be permitted to eat in the designated area without their own parents.

**Non-family visitors** who have a legitimate interest to visit students during lunch must:

- Provide written permission from the parent of the student(s) they wish to visit (kept on file). Non-family visitors may only sit and visit with students for which they have received parental permission.
- Contact school administration at least 24 hours prior to your visit.
- Sign in through the School Office and present a current ID to receive a visitor's pass.
- Parameters for these visits will be determined by the school administration based on factors such as the nature of recurring visits, pre-planning, and the number of students.

### **Elementary Campus Playgrounds**

Only school employees and school students are allowed on the playground during bus arrival/dismissal time, during school hours, and during the Extended School Day program.

## **Volunteers**

Volunteers must complete a criminal background check. This can be completed through school office. This may take a minimum of 2 weeks to process. Volunteers must reapply every three years.