

ACADEMY ADVENTURES MIDTOWN

VISITORS, OBSERVERS, TOURS POLICY

Ed Ahead, Inc/Academy Adventures Midtown has an open-door policy. Adults, including parents of enrolled pupils and parents who wish to enroll their child(ren) at Academy Adventures Midtown, may visit, tour, and/or observe campus and/or classroom(s) during business hours without the need to schedule an appointment. The only exception to this policy is during formal, all-school testing times such as standardized testing. Those who wish to visit, tour, and/or observe the campus and/or classroom(s) must abide by the following practices:

- 1) Sign-In / Sign-Out Procedures - All adults on campus **MUST** sign in and out
- 2) Visitor Stickers - All adults on campus must wear Visitor Sticker available at sign in
- 3) Dress Standards - Academy Adventures Midtown supports families and students with a comfortable environment for everyone who visits our campuses. Staff and families are role models for every new generation. We encourage visitors on our campuses to wear appropriate clothing. Clothing should cover midriffs, buttocks, and undergarments. Please avoid any clothing that is excessively short in length and too open around the neckline, back, or armholes. Academy Adventures Midtown will not deny attendance based on inappropriate dress.
- 4) Cell Phone - Please **turn off** your cell phone or switch the phone to vibrate while on campus.
- 5) Entering Classrooms - Please remember academic time is precious; therefore, enter the room quietly.
- 6) Observing - If the purpose of the visit is to observe, please be seated in the back of the room to begin your observation.
- 7) Student's Family Members - Many children are excited to have family members in the room and may disrupt the learning of others. Therefore, we ask that a child be acknowledged with a smile and unspoken greeting **only** and then redirect the child's attention to the teacher.
- 8) Teacher's Responsibility - A teacher is responsible for the school/class environment. If a teacher deems an adult/visitor is distracting to a student or students, he/she may ask the individual to leave.
- 9) Young Children (Baby, Toddler, Preschooler) - Please do not bring young children into the classroom.

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10) Confidentiality - Anything an adult/visitor may hear or see may be considered confidential. We ask that these things are not discussed with others. Should there be an issue of concern, please bring the matter directly to the school administration. Things that are considered confidential include but are not limited to:

- a) Student behavior or progress
- b) Personnel information
- c) Student records/grades
- d) Inter-office memos
- e) Names and phone numbers (unless specifically authorized for release).

11) Campus Access / Restrictions

- a) Restrooms – The adult/visitor restroom is located next door to the kitchen
- b) Students / children are not allowed wander around the building
- c) Adults may eat lunch with their student during the designated lunch time at a designated lunch table.

12) Physical Displays of Affection with Children - It is best to avoid initiating physical contact with the students and limiting physical contact when initiated by a student.

Keep in mind some children do not like to be touched at all. (For example, an action as simple as a gentle hand on the back guiding the student could be an unwanted touch.) Staff may be able to communicate those children's needs or the child may back away after your touch. Please respect the child's wish to not be touched.

Physical or verbal contact with a child that makes the student feel uncomfortable communicated either by the student's words, actions or lack of response may be considered inappropriate.

13) Accidents / Injuries - An accident form must be completed when there is an accident or injury on campus. Forms are available from your child's teacher.