4004 – Campus Visitation Policy

**I. PURPOSE**

To ensure all current and prospective parents and guardians of NAA students may tour campus, visit campus, and observe classrooms.

**II. SCOPE**

This policy shall apply to all Career Development staff.

**III. POLICY**

Current and prospective parents and guardians may access campus via scheduled and unscheduled tours, visits and classroom observations unless the visit, tour or observation threatens the health and safety of pupils and/or staff.

**IV. PROCEDURE**

1. Current/prospective parents and guardians shall check in at the front office.
2. Front office staff shall sign the parent/guardian into the visitor log, including the parent/guardian name, student name, date and time of entry.
3. Front office staff shall issue a visitor lanyard to the parent/guardian.
4. Front office staff shall accompany the parent/guardian or assign a staff member to accompany the parent/guardian during the tour, visit or observation.
5. To ensure the safety of all students, the parent/guardian shall be always accompanied by a staff member with a valid fingerprint clearance card.
6. If a parent/guardian needs to use the restroom facilities, they shall be allowed access to the staff bathroom and be accompanied to and from the facilities.
7. Upon departure from campus, the parent/guardian shall turn in the visitor lanyard and the time of their departure noted on the visitor log.