

2018-2019 Campus Visitation Procedures

Parents are always welcome at Rockbrook. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the Main Office to sign in. All visitors must present a current driver's license or state ID in exchange for a visitor's pass. LISD schools utilize RAPTOR Visitor sign-in system which works with the National Sex Offender Registry. All visitors should be prepared to present their photo ID at each school visited. A visitor, at the discretion of the principal, may be required to present photo ID on subsequent visits. **NOTE: Since all visitors will be screened by RAPTOR, there is no administrative requirement to escort parents and volunteers unless determined by a campus administrator.**

- Lewisville ISD employees must present their badge upon entering a building.
- Current students who are visitors participating as part of a cooperative secondary/elementary school function, must present a school ID but are not required to be scanned for Raptor.

Parents' Classroom Visitation Policy

LISD 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 and observe your child during class time, the following procedures apply:

- Please write a request in writing at least 24 hours in advance.
- Campus administration will review your request and coordinate with the teacher to arrange and time for your visit.
- Parents must sign in through the Main Office and present a current ID. 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 (1 per semester).
- During observations, parents should sit in a place that is not a disruption to class and may not interfere with instruction. It is also important that any other student information seen in the classroom is kept confidential. No pictures are to be taken.
- This policy does not apply to those who, by law, are not permitted to visit with children.

Lunch with Students

- Lunch is a time for students to practice etiquette skills, socialize, and of course, enjoy their meals. Because we believe that this time can be valuable to practice these skills, we ask that parents only eat with their children 2 or less times a week.
- Parents may purchase a cafeteria lunch or bring food for their student and themselves. Parents may only bring food for their student.
- Relatives of students are welcome for lunch when accompanied by the parent/guardian or with prior 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

Any 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 campus administration at least 24 hours prior to your visit.
- Sign in through the Main Office and present a current ID for the Raptor system to receive a visitor's pass.
- Parameters for these visits will be determined by the campus administration based on factors such as the nature of recurring visits, pre-planning, and the number of students.

Volunteers

Volunteers must complete a criminal background check. This can be completed on the LISD website (www.lisd.net), under Resources/ Parents/ Volunteer Background Checks. This may take a minimum of 2 weeks to process. Volunteers must reapply every three years. i.e. If a parent applied in 2014, they must reapply this school year. When in doubt, they may check with the secretary or go ahead and reapply. The system will not alert you when your background check is complete. Please contact the school secretary to determine if you have been cleared.