San Diego Unified
SCHOOL DISTRICT

Dana Middle School
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www.danamiddle.com

Visitor Policy

Dana Middle welcomes parents/guardians and encourages them to visit their students' classrooms. To assure campus security, as well as continuity and integrity of instruction, parents interested in visiting classrooms shall follow the guidelines below:

- Parents/guardians must contact the teacher ahead of time to schedule and agree upon a mutually acceptable time for a classroom visit in writing;
- Visitors must report to the front office and log their visit in Ident-a-kid;
- Visitors must obtain a visitor badge and wear it prominently on their clothing;
- Visitors must return to the main office to sign out before leaving campus;
- Upon request of the teacher, the Principal or a designee shall accompany the visitor during the observation;
- Observations and visitations must not be disruptive to instruction;
- Parents/guardians are limited to one classroom observation per month;
- Visitors requesting to have an individual conversation or meeting with a teacher should make arrangements to schedule a meeting at a separate time;
- Parents/guardians may observe their child's classroom only.

Legal References
Board Policy: BP-1000, B-1000, F-3800, BP-0450, BP-1250, AR-1250, J-4500, K-1500, AR-6020, K-6500
Education Code: 32210-32212, 32250, 44810-44812
Municipal Code: 52.70.02-52.70.03
Penal Code: 415, 602, 626.2 et seq., 627.2 et seq., 647b, 653b

Cell Phone Policy

Students may possess cell phones. District policy states that elementary school-age children may only use cell phones for phone calls before or after school. Cell phones and all electronic devices must be kept out of sight and turned off from 8:00 a.m. to 2:45 p.m. during instructional time.

These devices cannot be used for accessing the Internet, taking photos, or capturing video without staff permission at any time. Unauthorized uses of these devices are grounds for confiscation by school personnel.

Confiscated devices will be returned to the parent or guardian. Repeated offenses may lead to disciplinary action. Please see our code of conduct for consequences for the inappropriate use of these devices.

The school does not recommend students bring these devices to school and does not take responsibility for loss, damage, or theft. If a student brings a device to school, we recommend it be stored in a locked compartment within the backpack.