**Dear Parents/Guardians,**

The Faculty and Staff of Lawton Chiles High School values parental and community involvement at our school and for that intent and purpose encourage parents and community members to visit the school.  At the same time, it is our professional responsibility to protect the integrity of the educational process and the safety and welfare of students and staff.  The following Rules of Visitation have been developed to avoid disruption to the school day and create a balance between the potential benefits and risks associated with the presence of visitors in our school campus.

Procedures for Visitors at Chiles High School:

1. All visitors must report to the main office, present a Photo ID upon arrival, and receive a visitor’s badge.

1. Access to classrooms will only be granted at the discretion of the Principal or designee with advanced notice.

1. All teacher/parent conferences will be held in the administration building and should be scheduled through the Guidance Department.

1. Student visitors are restricted during the school day, held to the same requirements listed above, and must make an appointment prior to visiting a faculty or staff member.

Thank you for understanding.  We look forward to another fantastic school year and are anxious to welcome back our returning students and to greet those new to Chiles.