

Coeur d'Alene Public Schools Home Visiting Guidelines

District personnel are allowed to visit a private facility and/or residence when permitted by the parent/guardian and in the best interest of the student. Home visits can be an effective tool in establishing strong, collaborative relationships with families, and the visits are encouraged and supported by the District. When these guidelines are followed, it is expected that a single District employee can safely and effectively provide this service.

Home Visit Guidelines

1. Communicate the need and desire to make a home visit with a District Administrator/Supervisor to gain permission for a home visit.
2. Call the family to establish rapport and explain why a home visit could be helpful.
3. Set up a mutually-agreeable time and date to meet the family.
4. Inform your supervisor of the date, time, and plan for what the visit will entail.
5. Consider asking SRO to check the status of any problematic issues near or inside the location prior to visiting the location. This check could include, but is not limited to, such issues as sex offenders and felons.
6. Whenever possible, conduct home visits with a colleague. *(Even if the task is to simply drop something off at the door (a forgotten backpack, book, phone, etc...)).* Staff should schedule in advance and parents should be contacted and made aware that you will be stopping by to drop something off.
7. During a home visit, make sure your district ID badge is visible. Only enter a home with parent/guardian permission - **never with the invite of a minor child or without a parent/guardian present.**
8. If the parents don't answer or are not present, leave a note that you were there and are sorry to have missed them.
9. Notify your supervisor and document in writing in Skyward or via email the specifics of the visit and notes or comments that are important for documentation or future planning with the family.

Safety Tips for Home Visits

1. It is safer and more respectful to have a scheduled home visit. Avoid unscheduled home visits whenever possible.
2. Always carry your district ID badge, a charged cell phone, and make sure your supervisor knows when and where you are going. Be sure the scheduled visit is on your calendar/schedule. Let your supervisor know when the visit is complete.
3. Stop, pause, and listen at the doorway prior to announcing your arrival. If there is any indication of unsafe conditions, leave and re-schedule the visit for another time at a public meeting location. **Put your own safety first.**

4. Notice your surroundings and be aware of exits in the home and building. If you feel uncomfortable at any time, leave immediately.
5. Request that animals be on a leash, in a crate/pen, or put safely away in a closed room before you arrive.