



# Dayton Leadership Academies

Alliance Community Schools, Inc.

**Dayton View Campus**

1416 W. Riverview Avenue

Dayton, Ohio 45402

Phone: 937/567-9426 Fax: 937/567-9446

[www.daytonleadershipacademies.com](http://www.daytonleadershipacademies.com)

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Dear DLA Parent(s)/Guardian(s):

**In order for DLA to maintain a safe environment for our students and staff, all visitors (including parents/guardians/family members and mentors) must stop in the main office to sign in and obtain a visitor's pass to gain access into the building.** Please understand that our awareness of which adults are in the building is critical for us to ensure your child's safety.

- If the visitor requests to visit the classroom, the teacher will be notified first to ensure that the visit won't interrupt classroom instruction or testing. You may also message your child's teacher via Class Dojo to schedule a visit, a private meeting, or to ask questions.
- If the visitor would like to address an issue with their child, the child will be called down to the main office for this conversation.
- When visiting the classroom, visitors will be asked to avoid being disruptive by addressing or correcting the behaviors of other students.
- When a parent or guardian requests early dismissal, students will be brought to the main office.

If a parent/guardian has issues with a teacher or staff member and would like to discuss this issue with an administrator, front office staff will first provide a concern form to document the concern appropriately before further action is taken.

Finally, we welcome parents/guardians and community members as volunteers at DLA. All volunteers must complete a volunteer application. Dayton Leadership Academies reserves the right to request a background check.

For more information on this policy and others, please see the DLA Student and Family Handbook.

Thank you for entrusting us to educate your child.

Sincerely,

The DLA Team