



[Visitation](#) [Phone & Mail Procedures](#)
[Spiritual/Religious Services](#) [Daily Schedule](#)

It is recommended students be at the school a minimum of 30 days before an on-campus visit occurs. However, on-campus visitation may occur any time during a students stay at the Academy, when properly scheduled, unless there is a court order prohibiting the parent(s)/Legal Guardian(s) from visitation.

To schedule a visit:

1. Visitors may contact the Academy to schedule a visit on Monday (8:00 A.M. to 5:00 P.M.), Tuesday (8:00 A.M. to 5:00 P.M.), or Wednesday (8:00 A.M. to 12:00 P.M. noon) prior to the weekend of the visit.
2. During the scheduling, visitors will receive a code number for the visit.
3. No changes can be made to the visit appointment after 12:00 P.M. (noon) on Wednesday prior to the weekend of the visit.
4. If the visit needs to be canceled, please call the Academy as soon as possible.
5. Only the people who have been approved and whose names appear on the visit appointment list will be allowed to visit. No additions or substitutions will be made the day of the visit.
6. The student's referring worker and/or placement worker must approve visitors.
Visits will occur on Saturdays and Sundays from 1:00 P.M. to 5:00 P.M. You may visit both days if you wish; however, your visit must be scheduled as such.

Visitors should not arrive on campus more than 15 minutes before their scheduled visit. Visitors arriving after 1:00 P.M. will not be permitted to visit; therefore, promptness is a necessity. Visitors should park in the Clarinda Academy parking lot. Visitors must check in at the Switchboard before proceeding to the visit area and give the Switchboard attendant their designated code number. Visitors who are unable to provide the code number will not be allowed to visit. This process is in place to ensure the safety and security of our students.

A maximum of five visitors will be allowed to visit during any one session. No one under 21 years of age will be permitted to visit without the supervision of the student's parent/legal guardian. If the immediate family consists of more than the maximum number of visitors permitted at one time, they will need to take turns, and any extra visitors will need to leave campus.

Visitors are expected to abide by all campus norms.

Alcohol, drugs, and the use of tobacco are not permitted on campus. Visitors suspected of being under the influence, bringing, or using these items on campus will be asked to leave immediately.

Any item brought to students by a visitor must be inventoried and approved by staff before given to the student. Visitors should only bring quantities of food, candy and beverages that can be consumed during the visit. Anything remaining must be taken home with the visitors or thrown away after the visit. These items cannot be stored on the dorms for future use or be given to others.

If visitors bring money to the student, they must give it directly to the staff member supervising the visitation. Any funds intended for a student will be placed in a student funds account available upon home pass or discharge. A student neither needs nor is allowed to have money in his possession on campus.

Off-campus visits are permitted for those students that currently possess their Eagle status and must be

7/22/25, 8:05 AM

Visitation

requested as such at the time of scheduling visits. A student's Parent/Legal Guardian must be present during the off-campus visit. Staff members from the student's dorm must give final approval the day of the student's scheduled visit for him to leave campus.

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