

## Classroom Visit Procedures

Parents are required to check in at the office when entering the building, to sign the registry at the front desk, and to share the purpose for their visit to school with one of the front office secretaries.

The secretaries will then call classrooms to have the students sent to the front office. We do not allow parents to go to classrooms to pick up students. We will bring the student to you.

If there is a specific reason why a parent (or somebody on the students locator card, registered into Skyward) needs to visit a classroom then the child's teacher needs to be alerted in advance, and permission given. The parent will then be escorted to the room.

Occasionally, children who are family members, or former students, will want to visit. We discourage this, but will leave this to the discretion of the teacher to approve or not approve, if the teacher is given prior notice to make a decision.

We know that these are strict guidelines. We truly value our families and the partnership that we have with all of you, but we have these rules to safeguard students from harm and to protect the instructional time, which is so valuable for their education.