

## **SCHOOL VISITORS**

All visitors, parents, and guardians are welcome to visit the school. Protecting our learning environment for all students must be our top priority. All visitors must contact the teacher 24 hours in advance to make arrangements to volunteer or observe in the classroom. The gates are locked for the safety of our children. All visitors must enter the school through the front entrance. All visitors must report to the office and receive a visitor's pass before going to a classroom. Visitors should wear visitor's pass in plain view in order for staff members to identify visitors on campus. After working in classrooms, visitors must sign out in the main office. For the safety of everyone on campus, administration must know who is on campus at all times in case of emergency situations. We appreciate the support that our parents provide for our students. Once instruction has begun, we will NOT allow parents to drop items off in the classroom. We will be glad to hold the items and contact the teacher to pick up the items during non-instructional activities.