

## VISITING THE SCHOOL

All visitors must check in at the front office and wear a visitor's badge while in the building, including parents, friends, former students, family members, and anyone who is volunteering in any capacity at any time.

Parents may not be in the classroom halls or at the classrooms without having signed in at the office to receive a visitor's badge except as noted below.

- ECC parents may walk their children to the classroom.
- K-8 parents may not walk their children to their classrooms or pick them up from their classrooms. Please drop your children off at the office or ask the office to call your children down if you need to take them out.
- For the first week of school, kindergarten parents and parents of new students may walk their children to the classroom. But we suggest you try to wean your child off of this procedure as soon as possible.
- K-8 parents who need to talk to their children's teachers are asked to call ahead and make an appointment. Please do not expect to be able to talk to the teacher during the day, especially while he/she is with a class.
- It is preferable that you call ahead and make an appointment if you need to speak to an administrator.