

MONROE VISITOR GUIDELINES

Visitors

Staff at Monroe Elementary school welcomes and encourages parent involvement.

Visiting school is an obvious way to indicate parental interest in your student's education. Staff needs to balance the desires of persons wanting to visit a school with its responsibility to provide an environment which is conducive to learning and protective of the safety and welfare of students and staff.

Classroom Visits

- Communication and arrangements should be made directly with the classroom's teacher being visited and in advance.
- Parents or Guardians only. (Children and students from other schools shall not be permitted to visit classes while they are in session unless pre-approved by administration.)
- Sign-in at the office and obtain a visitors badge.
- Please use this time for observation only. A time can be arranged at a later date with the teacher for discussion regarding the visit, or if a parent teacher conference is needed.
- Allow students to learn without interrupting instruction.
- Please comply with all classroom rules.
- Stop in the office and check out of the building prior to leaving.

Lunch

- No prearrangement is required for parents or guardians. (Other guests must be prearranged by the parent or guardian).
- Sign-in at the office and obtain a visitors badge, and wait for your student to come to the lunchroom for lunch.
- Please comply with all lunchroom and playground rules.
- Please leave the discipline of students to the supervisor on duty.
- Keep safety a priority.
- When recess is over, please allow your student to return to class for learning and come to the office and check out of the building prior to leaving.

Visiting hours: 8:20 a.m. - 3:00 p.m. For safety, anytime you are visiting Monroe Elementary during these hours you are required to stop in the office to register and obtain a visitors badge. This badge should be returned when you check out in the office prior to leaving. During public activities this registering process does not apply.

Please do not be offended when asked to comply with all of these safety measures.

Again, our main goal is to keep all children safe, comply with district policy and maintain a positive disruption free learning environment.