



## Visitor Policy

All visitors to campus, including parents/guardians, **must sign-in** at the front desk of the Administration Building. Should a parent/guardian want to visit a classroom, requests are to be submitted to an administrator.

A conference is held between the parent/guardian, administrator, and the teacher prior to the classroom visitation. Administration will meet with the teacher to determine the date, time, and duration of the visit.

On the day of the visit, parents/guardians are required to check in with the Administration Office prior to visiting the classroom.