MSD of Warren Township Elementary School Visitation Procedures

Parents and visitors are encouraged to visit school. We are making a more concise effort in our visitor policy because the safety and well-being of our students and staff is our highest priority. All visitors must provide a government-issued ID to be scanned into the Raptor Visitor Management System. At the conclusion of all visits, please return to the main office to sign out. You can find more information about Raptor by visiting our website. School administration reserves the right to refuse visitation for anyone who does not comply with school visitation procedures.

Classroom Visitation

Classroom visits consist of observing teaching and learning in action. To protect instructional time and the activities taking place in the classroom, we ask that parents refrain from talking with the teacher to allow him/her to continue teaching. If you need to speak with a teacher, please follow the procedure for teacher visitation below. Procedures for classroom visits:

- provide advanced notice to the teacher
- must be on student's emergency contact list
- maximum visitors in a classroom of 2 parties
- limited to a maximum of 30 minutes
- classroom visitations during arrival and dismissal will not be allowed.
    - including walking students to class

Teacher Visitation

Meeting with your child's teacher(s) is a valuable part of the education process. Procedures for teacher visitation:

- schedule a meeting time with a teacher
- must be a custodial parent or guardian

Lunch Visitation

If you are interested in eating lunch with your student at school, please follow these procedures:

- eat in a designated area assigned by the school
- only visitors who are on a student's contacts list
- other students will not be able to accompany your student
- outside food/drink is permitted
- at the conclusion of lunch, please return to the office

Thank you for your assistance in ensuring a safe and secure school environment for all students and staff members.