

### **Procedures for Lunch Visits with your MS or HS student**

1. Parents must call 24 hours in advance to talk to the building principal and request the visit.
2. Once approved, you must come to the office to sign in on the designated day and time where you will be escorted to the designated room and your child brought to you there.
3. You may only eat with your child exclusively and have only your child in the designated room with you.
4. You should arrive approximately 10 minutes prior to the regularly scheduled lunch period of your child.
5. Lunch times for students will not be altered to meet the wishes of parents.
6. Parents must return to the office to sign out at the end of the lunch period.

### **Procedures for Classroom Visits with your MS or HS student**

1. Parents must receive permission from the teacher to visit his or her class in advance of calling the building principal.
2. Parents must call 24 hours in advance to talk to the building principal and request the visit.
3. Once approved, you must come to the office to sign in on the designated day and time where you will be escorted to the designated classroom/s.
4. Parents must return to the office to sign out at the end of the class period/s.