

North Montgomery Community School Corporation

Lester B. Sommer Elementary School



Guidelines for Parent Classroom and Lunchroom Visits

We encourage parents to be an active part of their child's education. If you are interested in visiting your child's classroom to observe them or if you are wishing to come and share lunch with your child we appreciate that you would follow the procedures and rules listed below.

Classroom visit:

- Please call ahead to make sure the day you choose is compatible with the schedule of the classroom.
- For safety purposes, please enter through the main office, sign in and place a visitor's pass on your shirt. Without this pass you may be asked to return to the office by other staff members.
- Please enter the classroom quietly and sit in an area that is not disruptive for the students as they listen to the teacher and follow directions to complete their learning activities.
- Please refrain from talking to your student, other students or the teacher during instruction and work time. We prefer that you do not help your child with work assignments during your visit. If your child asks you a question please direct them back to the teacher.
- Please remember that other children in the classroom are protected by the Family Right to Privacy Act (FERPA). This means you may not actively observe other children without the written permission from their legal guardian. To protect yourself you should only focus on your child and avoid noticing other children as much as possible. This is very important!
- The purpose of your classroom visit should be to observe your child and get an idea of what a typical day at school is like for them.

Lunch visit:

- Please call in the office before 9:00 a.m. if you are coming and eating a school lunch with your child. This helps us to make sure we have a correct food count. Adult lunches this year are \$2.30.
- If you are coming for lunch and are bringing something in for you and your child to eat, please notify the teacher with a note or a phone call.
- Please enter the school through the main entrance and sign in at the office.
- Should you want to go out to recess with your student we want to remind you that all other students are protected by FERPA and you should only interact with your child.
- After lunch or after recess please go to the office to sign out before you leave the building.

Thank you for abiding by these guidelines whether you are visiting your child's classroom or having lunch with them. We hope you have a wonderful visit! Please feel free to contact your child's teacher or me if you have any questions or concerns.

Mrs. Suzi Gephart