

Salem-Keizer Public Schools
Liberty Elementary School
Guidelines for Visitors

In an effort to create a safe and effective learning environment for all students, we ask that you adhere to the following guidelines.

SAFETY GUIDELINES

- **ALWAYS sign in** with the office staff. If no one is in the office or the office staff is busy, please wait until they are able to give you a visitor's badge in person.
- Pre-school parents with students in Room 23 (located in our gym building) may check in and check out of the building with pre-school staff while signing in their student **UNLESS their student is arriving late or leaving early**. In that instance, parents must report to the office to sign in, be let into the the building by office staff, and report back to the office to sign out when leaving.
- Please make sure your visitor's badge is visible at all times.
- Once school has started parents are expected to let their children proceed to the class unassisted. If you feel you need to speak with the teacher, the office will gladly deliver a message to have him or her contact you as soon as possible.
- Please do not just "pop in" to your child's class. This can be a disruption to the teacher as well as the students.
- If you would like to provide birthday treats for your child's classroom, please arrange with the teacher beforehand.
- A parent who needs to speak to their child during the school day will be asked to do so in the office, not in the classroom.
- To volunteer in the classroom, at a school function, or on a field trip you must have a cleared background check.
- **ALWAYS check out** through the front office and return the badge.

We welcome you to enjoy lunch with your student and ask that you follow these guidelines as well:

- Come at your child's designated lunch time. If you arrive early you are more than welcome to wait in the lobby.
- If you bring younger siblings along, please monitor them at all times.
- Do not leave the designated lunch area to go to another area of the school or playground.
- After lunch, students must return to their classroom to get ready for recess. Parents and younger sibling do not go to recess with the student.

Thank you for your assistance in keeping Liberty Elementary a safe and structured environment for your child.