

Sycamore CUSD #427

North Elementary
Southeast Elementary
South Prairie Elementary
West Elementary

Volunteer and Visitor Procedures

We welcome the involvement of our families in the educational program of their children. To insure the safety of our children and to maintain a quality learning environment for our students, we ask that you adhere to the following procedures when visiting Sycamore elementary schools. Thank you for your continued interest in your child's education.

1. On entering the school, report to the office, sign in and list the reason for your visit, and pick up a visitor badge.
2. All visits to the classroom need to be pre-arranged with the classroom teacher.
3. If younger siblings are brought with you, this must be cleared with the classroom teacher. Siblings are not allowed to accompany chaperones on field trips.
4. If volunteering in a classroom, confidentiality of students' abilities, behaviors, or discipline matters is a necessity.
5. If the teacher is not in the classroom when you arrive, please wait outside the classroom for that teacher.
6. If you need to drop something off for a teacher, please leave it with office personnel.
7. Impromptu visits may not be allowed due to classroom schedules. Always pre-arrange visits with the teacher.
8. Please drop off items for your children in the office. Office personnel will deliver those items to the classroom. We want to minimize the disruptions to the classroom instruction.