



Forest Hills Global will develop globally minded leaders by fostering respect, safety, collaboration, and high academic standards for all.

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Boni P. Hall, Principal

Dear Families,

Protecting classroom instructional time is a priority for Forest Hills Global. We strive to begin instruction promptly at 8:00 a.m. and to remain on task until dismissal. In addition to protecting instructional time, safety is our priority. The following procedures are in place for the protection of your child and other children each time you visit campus:

#### **Lunch**

- Your child's teacher will provide you the lunch time for your child
- Notify the office of your purpose for visiting the school (the office will deliver forgotten lunches, book bags, etc.)
- Present identification. Only authorized visitors in the computer system are permitted to eat lunch with students. Sign in and get a visitor's sticker. Wear the visitor's sticker on your shoulder where it is visible by all.
- Wait in the cafeteria for your child
- Informal conferences with the teacher should not be conducted at lunch
- Return to the office and sign out. We ask for security purposes that you offer hugs and goodbyes to your child in the cafeteria. Visitors are not permitted to return to the classroom.

#### **Scheduled Volunteering**

- Complete the Volunteer process for training each year (see Forest Hills website)
- Notify the office of your purpose of visiting.
- Present identification. Get a visitor's sticker
- The office will call the classroom teacher to verify your scheduled time to visit. If you are a regular volunteer, the office will get to know you.
- Volunteering in your child's classroom is preceded by an invitation from the classroom teacher: tutoring, class celebrations, performances, field trips, etc.
- Classroom teachers schedule their own volunteers and provide them with specific learning tasks designed for students.
- When volunteering in classrooms confidentiality must be maintained. Learning styles of students are not to be discussed.
- Classroom teachers are not to conduct conferences with parents during instructional time.
- If the presence of a parent volunteer is distracting to the child, the volunteer may be asked to discontinue volunteering in the classroom or to try a different volunteer role.

#### **Scheduled Classroom Visits**

- Visiting your child's classroom is preceded by an invitation from the classroom teacher: parent-child lessons, class celebrations, performances, field trips, etc.
- Families are not permitted to "drop-in or drop by" classes to check on students. This would be a distraction to learning for all students.
- Notify the office of your purpose of visiting.
- Present identification. Get a visitor's sticker
- The office is made aware by classroom teachers when scheduled classroom visits are occurring.
- Return to the office and sign out.

Sincerely,

Boni P. Hall  
Principal