



**2023-2024**  
**FAMILY REFERENCE GUIDE**

**1340 N. Burning Bush Lane  
Mount Prospect, IL 60056  
(847) 298-1976**

This Family Reference Guide is written as a supplement to the River Trails School District 26 Handbook. The information provided in this guide is *meant to be supplemental to the policies and procedures that are written in the district's handbook*. Please be sure to read BOTH carefully.

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## **ADMISSION/REGISTRATION**

New first grade students should be 6 years old on or before September 1st. A physical exam is required when a student enters school for the first time. A child's age must be verified by a birth certificate and immunization records must be complete. Upper level students who are transferring from other schools should arrange to provide copies of their academic record to ensure proper placement in a classroom/level. Visit the [Registration Page](#) at [rtsd26.org](http://rtsd26.org) for more information about registration.

## **ARRIVAL**

### ***Mondays, Tuesdays, Wednesdays and Fridays:***

Morning supervision begins at **8:30 a.m.** Grades 1, 4 and 5 will line up with their classes on the north playground. Grades 2 and 3 will line up with their classes on the west playground. *Parents/Guardians driving their students should drop them off in the student drop off zone of our south parking lot.* Do not drop students off in the bus driveway on the east side of school. Students will begin to line up just after 8:40 a.m. and enter the building at 8:45 a.m. The instructional day begins at 8:50am.

### ***Thursdays – Late Arrival:***

Morning supervision begins at **9:20 a.m.** Grades 1, 4 and 5 will line up with their classes on the north playground. Grades 2 and 3 will line up with their classes on the west playground. *Parents/Guardians driving their students should drop them off in the student drop off zone of our south parking lot.* Do not drop students off in the bus driveway on the east side of school. Students will begin to line up just after 9:30 a.m. and enter the building at 9:35 a.m. The instructional day begins at 9:40am.

During extremely cold or rainy/snowy weather, students who arrive at school before the 8:45 a.m. bell will be allowed to enter the building and sit quietly in the hallway outside of their homeroom. The playground supervisors will monitor the students when they are inside before school.

## **ASSIGNMENT NOTEBOOKS**

Students in grades 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> will have a required assignment notebook in order to log their nightly homework. These planners are intended to help the children learn organizational skills, to balance their workload and prepare themselves for upcoming assignments.

## **ATTENDANCE/ABSENCE/TRUANCY**

Calls reporting an absence can be made by dialing our main phone number, **(847) 298-1976**. These calls can be made at any time of the day, seven days a week. If you leave a message reporting an absence, please include the following information:

- Student's name, please spell the last name.
- Homeroom teacher's name of the student.
- Length of absence.
- Reason for absence - giving this information eliminates the need to write a note and send it with your child.
- Request for homework if the absence is more than 2 days.

The primary responsibility for notifying the school when a child is to be absent lies with the child's parent/guardian. Therefore, it is the expectation of the District that a parent/guardian will notify the child's school by 9:00 a.m. if their child is to be absent from school on any given day. Any parent/guardian failing to notify the school of an absence will be contacted by telephone at home or work to verify the absence.

The District is required to maintain attendance records on all children. The Illinois State Board of Education has established guidelines for half-day and full-day attendance. The guidelines are based on instructional time with the following general parameters:

	<u>Kindergarten</u>	<u>First Grade</u>	<u>Grades 2-8</u>
<b>Full Day Credits</b>	4 hrs/240 mins	4 hrs/240 mins	5 hrs/300 mins
<b>Half Day Credits</b>	2 hrs/120 mins	2.0 hrs/120 mins	2.5 hrs/150 mins

Consistent with the requirements of state law, if any child in grades K-8 is absent from school, and there is no record that the absence has been authorized and is for valid cause, the school will, within 2 hours after the first class in which the child is enrolled, make a reasonable attempt to contact the parent or guardian of the child's absence. This notice will not be given for those absences authorized by the parent/guardian.

The Illinois compulsory attendance law requires all children ages 6-17 to attend school. Children below the age of 6 years or above the age of 17 years who are enrolled in grades Kindergarten – 12 are also required to attend school while in session during the regular school term.

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor.

A “*truant*” is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof.

***Valid cause for absence*** – A child may be absent from school because of illness, medical appointment, observance of a religious holiday, death in the immediate family, family emergency, school activities, special or unusual events approved by the parent(s)/guardian(s) and pre-approved with the school, situations beyond the student's control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. In the event that a child is absent for the purpose of observing a religious holiday, the absence will be considered excused and the student will be given an equivalent opportunity to make up any examination, study, or work requirement. Excessive health-related absences without doctor's notes are not valid causes for absence.

***Chronic or habitual truant*** – A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% percent or more of the previous 180 regular attendance days. Students who are identified as chronic or habitual truants will be reported to the appropriate Intermediate Service Center.

***Truant minor*** – A chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Parents or Guardians may obtain assistance to approve attendance by contacting the school administration, counselor, or nurse.

If you wish to pick up homework for a child who is absent, please let us know when you call in your child's absence and the message will be passed on to the homeroom teacher. Assignments will be ready for you to pick up in the office between 3:35 P.M. and 4:00 P.M. that afternoon. *Homework will be brought to the office only if the child is absent for 2 or more days.*

Students that are absent during the school day may not participate in any after school events or activities for that day.

## **BICYCLES**

Students are permitted to ride their bicycles to school, provided that they follow all appropriate safety rules and regulations. Students must walk bicycles across streets and on school grounds. *Students may not ride their bikes on school grounds.* Bicycles should be locked in the racks provided in the northeast courtyard. The school is not responsible for bicycles taken from the racks.

## **BIRTHDAYS - STUDENT**

Recognizing student birthdays in the classroom is acceptable unless the parent/guardian or teacher has other guidelines. If you do not celebrate birthdays, please notify your child's teacher at the beginning of the school year. Students celebrating birthdays may not bring edible "treats" for their classmates. Stickers, pencils, erasers, etc. are acceptable and encouraged, but this is optional. Our LRC has a Birthday Book program where parents/guardians may donate a book on behalf of their child and his/her birthday. If you are planning a party at home for your child, we request that invitations NOT be distributed at school. The school cannot share directory information.

## **BUS**

Bus transportation is provided by Grand Prairie Transit at (847) 871-1799. Parents/guardians who wish to make requests for changes in routes or stops should contact our district office at (847) 297-4120. *Only students that have signed up for bus services are able to ride on the AM and PM bus routes. Any student may ride the activity bus.* In addition to the district's Bus Policy located in the District 26 Handbook/Calendar, the following rules have been established in order to insure the safety of all students who ride busses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus at all times.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be especially quiet when the bus crosses railroad tracks.

Infractions of the above rules will be brought to the attention of the principal and the parent/guardian. Continual abuse of bus privileges will result in the suspension and/or denial of transportation services.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. The school board and administration are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by an unusual circumstance.

Every practical means is used to notify parent/guardian of an impending cancellation, including emergency calling system, text and email notifications, and social media. School closing information will also be posted on our web page at [www.rtsd26.org](http://www.rtsd26.org). The final decision for school cancellation is that of the Superintendent of Schools. Very rarely will school be canceled once students have arrived at school and are in the building.

## **CHANGE OF ADDRESS/PHONE NUMBER**

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address record at the school office. Please notify the school IMMEDIATELY if you have a change of address, phone number, etc. during the school year.

## **COMMUNICATIONS**

Communication between home and school is of vital importance. This is a two-way process. Teachers and parents/guardians are encouraged to keep the other informed about what is happening at school or home. A monthly school newsletter is generated from the Principal's office around the first of each month. There are numerous flyers, handouts, etc. that students take home on a regular basis. Parents/guardians are strongly encouraged to attend school functions in order to support the school and keep the lines of communication open at all times.

## **COMPUTERS**

Every student in grades 1-5 has a Chromebook and technology is integrated into the curriculum at each grade level. Visit the [Technology Page](#) at [rtsd26.org](https://rtsd26.org) for more information and to view the [Chromebook Handbook](#).

## **CONFERENCES**

Parent/Teacher conferences occur twice each school year in November and March. Information and sign ups will be shared by the school prior to the conference dates.

## **DISCIPLINE**

All students and staff are asked to follow our life rules: *BE RESPECTFUL AND RESPONSIBLE, BE READY TO LEARN*. Students spend time at the beginning of each school year reviewing what it looks like to follow the life rules in different settings and situations around the school. Unexpected behaviors that do not follow the expectations are categorized as either *minor* or *major* behaviors:

- *Minor Behaviors* are lower in intensity and handled by the classroom teacher or school staff. Responses may include, but are not limited to: corrective prompts, reteaching, natural consequences, behavior reflections, restoration of relationships, loss of privileges, and parent contact.
- *Major Behaviors* are more intense and handled by the principal or assistant principal. Responses may include, but are not limited to: natural consequences, behavior reflections, restoration of relationships, loss of privileges/detentions, suspensions and parent contact.

We teach students a strategy known as *Big Deal, Little Deal* to help students recognize the problems they can solve on their own and when they should find an adult. If your child experiences an encounter that makes him/her feel unsafe or distracted at school, please inform your child's teacher or the building administration right away.

## **DISMISSAL**

Elementary students are dismissed at 3:40 p.m. If a student has an early dismissal, the parent/guardian **MUST** pick up and sign the student out in the school office. Students taking the bus home exit through the main entrance. Students walking home exit through the north playground. *1st grade walkers will have a sheltered dismissal, meaning they will only be released to their grown-up or sibling one at a time.* Grades 2-5 walkers will exit independently. Students, who are picked up in vehicles by parents, guardians, caretakers, etc., should exit door 8 towards the south parking lot. *There is no foot traffic in the south parking lot.*

## **DRESS CODE**

Students are expected to be dressed appropriately while in the school each day. While this may mean different things depending on weather, activities, and more, the following general guidelines should always be followed:

- Students should be covered from shoulders to thighs in solid material.
- Undergarments should be completely covered at all times.
- Clothing should not contain any inappropriate or profane language or references to drugs, tobacco, or alcohol, or violence.
- Clothing should not pose any kind of safety risk.

## **EMERGENCY DRILLS**

Fire drills, shelter-in-place drills, bus evacuation drills, secure-the-school drills, and relocation drills are conducted periodically throughout the year. Detailed escape plans are posted inside the door of each classroom. Students are expected to remain quiet and cooperative throughout each of these drills. More information about each school's crisis plan can be found in the District 26 Handbooks shared with all families at the start of each school year.

## **EXTRA CURRICULAR ACTIVITIES**

There are several after school activities for students in grades 2-5. Clubs and activities are available to students and are supervised by a staff member. All after school activities require parent/guardian permission prior to participation. Activity buses are available.

## **HEALTH FORMS**

All new and transfer students are required to have updated physical and vision exams. Incoming 2nd grade students are required to have updated dental exams. More information can be found on the [Health Services](#) webpage.

## **HOMEWORK**

Homework can provide practice that reinforces classroom learning. Parents/Guardians can help their children by arranging a quiet, comfortable place for the students to work and by seeing that their assignments are completed on time.

The following suggested activities can be done at home to support students in their learning:

### **First and Second grade**

*Homework activities:*

- Review take home folder with students
- Read or be read to for 15-20 minutes at home
- Practice Problems for math

### **Third, Fourth and Fifth grade**

*Homework activities:*

- Read at least 30 minutes each night
- Practice Problems for math
- Check student assignment notebooks daily
- Review any daily papers they have brought home.

Encourage your child to discuss what they did in school each day. The best way to do this is to ask open-ended questions, such as:

- What was your favorite part of your day?
- What was the hardest part of your day?
- What's one thing you learned in reading/math/science/art today?

### **Homework procedures for absent students**

- Do not call for homework to be sent home until the second day of absence.
- Parents/Guardians should call the office before 10:30 a.m. on the second day of absence.
- When calling, the parent/guardian will indicate the subject(s) and teacher(s).
- A parent/guardian may pick-up the homework on the second day *in the office*. Homework may not be ready to be picked up before 3:30 p.m.
- If a sibling or friend is to bring the homework home, the parent/guardian is to follow the same procedures (1-4) listed above.

## **HOURS OF OPERATION**

Office Hours: 7:30 a.m. - 4:30p.m.

School Hours: Mondays, Tuesdays, Wednesdays, Fridays: 8:50 a.m. - 3:40 p.m.  
Thursdays: 9:40 a.m. – 3:40 p.m.

## **ILLNESS - IS YOUR CHILD TOO SICK TO ATTEND SCHOOL?**

The best way to prevent the spread of disease is to keep children home from school if they exhibit the following symptoms:

- A temperature over 99.9 degrees. *Following any illness, the temperature should remain normal (98.6 or lower) for a period of 24 hours without the aid of medication before the child returns to school.*
- Sore, red throat, earache or swollen glands.
- Any undiagnosed rash or skin eruption - children cannot attend school with a rash unless we have a doctor's note informing us that the rash is not contagious.
- Nausea, vomiting and/or diarrhea. *If a student vomits at school, he/she must stay home for 24 hours after he/she is picked up by a parent/guardian.*
- Eyes that appear reddened and/or are crusted, unless we have a doctor's note that it is not communicable conjunctivitis.
- Acting listless or drowsy, complaining of headache, appearing flushed, lack of appetite or in other ways appears ill.
- Is coughing, sniffing or has a runny nose. Many communicable diseases begin with these symptoms and are most contagious at this time.

There are several ways in which you can protect yourself and your children from communicable diseases:

- Good hand washing, especially before eating, after playing outside, and always after using the bathroom to prevent germs from entering mouths.
- Getting plenty of rest to avoid stressing the immune system. Early bedtimes and limited screen time help with adequate sleep.
- Eating three healthy meals each day enhances our immune system.
- Not sharing food or drink prevents sharing germs.
- Covering our mouths when we cough or sneeze and disposing of tissues in a lined wastebasket - helps prevent the spread of infection.

These same simple practices will also help to prevent the spread of more serious diseases. If you have questions or concerns about the spread of infection, please feel free to contact the school health office.

## **LIBRARY (LEARNING RESOURCE CENTER - L.R.C.)**

Students are allowed to use the LRC during library hours with the permission of their classroom teacher. The LRC collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. They may use the LRC to read, check out books, and return books. Each student may check out books for a period of two weeks. Families will be charged for lost, damaged, or severely overdue books.

## **LOST AND FOUND**

All clothing, etc., found in and around the school building, regardless of its value, is placed in the lost and found box. The box is located in the main hallway, just past the office. Money, jewelry or any other articles of value are turned into the office. Students may claim them after properly identifying the object(s).



## **LUNCH PROGRAM**

Students have the option of bringing a lunch to school or purchasing a hot lunch. With our school lunch program, students have a choice of hot and cold lunch options. Students who bring lunch from home may purchase milk each day through their [MyMealtime account](#). Do not send cash to school.

In order to purchase a lunch at school, students must have money in their food account. Free or reduced lunches are available for those families who qualify in accordance with federal guidelines (call the office for more information). Please visit the [Food Service page](#) at [rtsd26.org](http://rtsd26.org) for more information about the Free and Reduced Lunch Program, menus and how to load money into your child's [MyMealtime account](#).

Tips for packing a lunch: To help your child and we please do the following:

- Label your child's lunch bag/box with name and homeroom.
- Use recyclable, reusable containers whenever possible. Teach your child about the importance and value of waste reduction to preserve our environment.
- Pack items you are sure your child can open. It delays lunch if he/she cannot get cans, etc., open. Beverage containers can be especially difficult for some young children.
- If silverware is required for the sack lunch, then please send it with your child. *Do not send knives to school in lunch bags.*
- If your child is just buying milk, please send even change when it is possible and make sure it is sent in a secure manner.

## **MEDICATIONS**

If your child must take medication at school, the following requirements must be met:

- ALL medications (prescription and over-the-counter) must be brought to school by parent/guardian.
- All medications (including over-the-counter) must be accompanied by a permission slip.
- All prescriptions must be current and clearly labeled in the ORIGINAL container.
- Prescription labels must include: child's name, drug identity, dosage instructions, doctor's name and prescription date.
- Refrigeration is available.
- All medications are to be dispensed by school health aide or other authorized school personnel.
- Parents/guardians/guardians/Guardians do have the option of coming to school themselves to administer the medication.

[Detailed policies and forms](#) can be found on the [Health Services](#) webpage.

## **NURSE**

The school nurse's office is located across from the LRC just past the main office of the school. The school nurse assists in the maintenance of health records, dispensing medication, routine health checks, parent/guardian contacts concerning health problems, care of minor injuries, and assistance in vision and hearing screenings. Please be sure to contact our nurse if your child has any atypical health needs while at school. Our nurse does not always call every parent when a child visits her office but she will call when a student bumps/hits their head or has symptoms that persist for some time.

## **PARENT TEACHER COUNCIL (PTC)**

The PTC is an organization of parents and teachers. We work together to provide enrichment programs for our children, fund special projects that are recommended by the School Improvement Team, and provide the opportunity for parent/guardian involvement in the school.

The PTC provides a variety of programs for our children. The children and staff look forward to these programs with great anticipation. Parent/guardian volunteers are an essential part of the PTC. We need parent/guardian involvement as well as your financial support to continue offering all of the wonderful programs to our students. Our meetings are held monthly and all parents/guardians and teachers are welcome to attend all meetings. By joining the PTC you are surely a part of your child's elementary education at Indian Grove School. For more information, please visit the [PTC Page](http://ig.rtsd26.org) at [ig.rtsd26.org](http://ig.rtsd26.org).

## **PARTICIPATION IN SPECIAL EVENTS**

Students have academic standards or requirements that must be met in order for students to be eligible for the major year-end activities; specifically special events in the school, class trips, class parties, and celebration ceremonies. Those standards will be communicated in writing at the building level.

Students who commit major infractions of school rules or who are involved in a pattern of ongoing disciplinary problems may lose the privilege to participate in these special events.

## **PHONES**

Cell phones and smartwatches that are capable of making calls/texts that are brought to school are expected to be turned off and remain out of sight during the school day. During the school day, supervised use of phones is available in the classroom or the office if students need to contact their parents/guardians.

## **PICTURES**

Individual student portraits are taken at the beginning of the year with a retake day scheduled several weeks later. Parents/Guardians may purchase pictures packages through the photography company. All ordered pictures are delivered to parents/guardians before or during the month of December.

Throughout the school year, staff may take pictures of class or school activities and share them in newsletters, on social media, or on our school or district websites. *If you do not want your child to appear in pictures, the yearbook, or videos, do not sign the waiver section on the electronic registration form.*

## **RECESS**

Illinois students are required to have at least 30 minutes of unstructured play time during the school day. All students have a 25-minute recess either before or after they eat lunch and another classroom recess at some point during the day.

Weather permitting, students will go outside for all recesses all year. Students remain indoors if the wind chill factor is [below 10 degrees Fahrenheit](#) and/or heavy precipitation. Please make sure your child is dressed for outside recess. In the winter, students need proper snow gear (winter jacket, hat, gloves, snow pants and boots) in order to play safely outside. Please practice with your child putting on and taking off these items at home so they are able to do it independently at school.

All students must be on the playground during outside recess. Only students with medical notes will be allowed to remain in the building for *more than one day* of recess periods.

## **REPORT CARDS**

Report cards are issued to students in grades 1-5 each trimester of the school year. The report cards are shared via email about 7-10 days after the end of the grading period. Elementary report cards are standards-based, with feedback on student growth and achievement being defined as:

4 Exceeds Standards	Students <i>consistently exceed</i> standards and <i>thoroughly demonstrate an in-depth understanding and application</i> of standards and functions independently.
3 Meets Standards	Students <i>proficiently demonstrate understanding and application</i> of standards and complete tasks with little teacher assistance.
2 Developing	Students demonstrate a <i>basic understanding and application</i> of standards and often depend on teacher assistance.
1 Beginning	Students are <i>beginning to or have minimal understanding and application</i> of standards at this time and require frequent teacher assistance.

Please avoid comparing the feedback on standards-based report cards with the traditional A, B, C, D, F grading scale - they are not the same. *It is very common for students to be Beginning (1) or Developing (2) during the school year.* We ask parents/guardians to carefully review their child's progress and contact their child's teacher with concerns about the report cards. Additional conferences with the teachers may be requested by the parents/guardians at any time throughout the school year.

## **STUDENT SUPPORT PROGRAMS**

*Acceleration, Challenge, Enrichment (ACE)* The ACE program is available to the 4<sup>th</sup> and 5<sup>th</sup> grade students who qualify in the areas of math, reading, or both. Students qualify for the ACE program using a matrix which includes academic assessments, cognitive testing, work habits and teacher recommendation. Any parent/guardian wishing to explore grade level or subject acceleration should check the [Acceleration page](#) at [rtsd26.org](http://rtsd26.org) or contact the school principal.

*Social/Emotional Learning Team* RTSD26 schools have a social worker and school psychologist who counsel students both individually and in small groups. They are available to help children with social skills, social problems, crisis situations and family stresses. Ongoing social work cannot be given on an individual or small group basis without parent/guardian consent.

*Multilingual Services* There are various services at RTSD26 schools for students who speak a language in addition to or other than English. These Multilingual (ML) programs service all the 1-5 students who qualify for the program after a language assessment. Services are provided by certified teachers and are individualized to each student.

*Response to Intervention* RTSD26 schools have many ways to support students both academically and behaviorally. For example, all children are assessed throughout the year with AIMSweb (grade 1), MAP (Measure of Academic Progress) (grades 2-5), IAR (Illinois Assessment of Readiness) (grades 3-5) and classroom based assessments. Based on student progress, students may be provided with appropriate interventions to support areas in reading or math. These interventions may be delivered by the classroom teacher, one of our building interventionists, or a member of our student support team. Parents will be made aware when a child is receiving additional academic or behavioral interventions.

*Special Education Services* Students that qualify for special education services will receive an Individualized Education Plan (IEP) tailored specifically to the targeted areas for each student and will be assigned a case

manager (a certified teacher endorsed as a Learning Behavior Specialist) to provide additional assistance, support, and accommodations. If you have further questions about the special education program, please contact the assistant principal.

*Speech and Language Pathologist* Each RTSD26 school has a full-time speech and language pathologist (SLP). Students who are referred by their teachers and qualify for services can work with the SLP on a regular basis. If any parent/guardian feels their child may need help in the area of speech development, they should contact the SLP here at school. The need for a speech and language evaluation can be discussed at that time. The SLP will also screen children over three years of age that live within district boundaries.

### **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival causes anxiety for your child, disrupts class, and causes loss of instructional time. *Any child who arrives at school after 8:50 a.m. (9:40 on Thursdays) is considered tardy.* These students MUST go to the office for a late pass prior to their admittance into a classroom. The principal will speak to students and their parents/guardians who are chronically late to school. If arrival is beyond 30 minutes late, a parent/guardian must escort their student to the office and sign them in.

### **VACATIONS/TRIPS DURING THE SCHOOL YEAR**

Parents/Guardians are encouraged to plan family vacations during school holidays. A great deal of learning takes place in our classrooms through class presentations and the interactions of the students. It is impossible to duplicate this kind of learning with a make-up assignment. *Student absences due to vacations will be unexcused absences.*

If you must take your child out of school, please make arrangements to talk to your child's teacher at least one or two weeks in advance of your departure. Teachers are not required to prepare work in anticipation of a student's vacation absence. Chromebooks, textbooks, library books or any other school property should not be taken out of the state or country.

### **VISITORS**

We welcome visitors - in fact, we encourage parents/guardians to join us in school to support the learning happening in classrooms! *Anyone interested in supporting a class or seeing a program must set it up with the teacher and principal.* Anyone visiting a district school MUST enter the building through the office main entrance (Door 1). All visitors are required to report to the office, have their driver's license scanned and sign in to obtain a visitor's badge prior to entering the building where children are present.