

Office Procedures

Registration: Parents with students new to Lewis & Clark Elementary may come into the school office to register their student. A birth certificate (or other legal verification of age) and immunization record will be required for all Kindergarten students. Immunizations must be current before any student can be placed. Students without completed immunizations will not be accepted.

Withdrawal During School Day: If you need to remove your child from school during regular class hours, please come to the office. All students leaving school grounds during the school day must check out through the office. Please be sure to sign your child out at the office on the Student Release Log. The secretary will call your child to the office.

Withdrawal from Lewis & Clark: If you are leaving the Lewis & Clark Elementary area and need to withdraw your child from our enrollment, please notify the office of your child's last day and which school you will be moving to. Return all library books and music instruments to the classroom or office.

Visitations

To maintain a safe school environment, ***all visitors must check in with the office.*** All visitors and volunteers will be given badges to wear while in the building.

A visit to your child's classroom is a good way to learn first hand about your child's educational program and his/her adjustment to the school setting. We encourage you to visit your child's room. Please contact your child's teacher to arrange a visit **prior** to the visitation.

When you visit the classroom, the teacher will not be available to confer with the parents at this time, as the teacher will be busy with the students. You may schedule a conference for another time if you wish.

If you would like to eat lunch with your child, please call the office by 9:00 a.m. so we can notify the kitchen of your plans to each school lunch. You are welcome to bring in your own lunch also.