



Muscogee County School District  
Columbus, Georgia  
Wesley Heights Elementary School

Dr. S. Precious Evans  
Proud Principal  
January 10, 2019

Dr. Katie Lattieri  
Proud Assistant Principal

HAPPY NEW YEAR! On yesterday, January 9, 2019, we experienced a beautiful transition for parents dropping off their child(ren). At Wesley Heights Elementary School, we work diligently to provide a safe, structured environment that allows for parents, guardians, the community and other stakeholders to be active participants. On occasion, individuals may wish to visit and observe a scholar in class. In these situations there are a few guidelines that all visitors must adhere. Any individual who is not a scholar, faculty, or staff, is considered a visitor.

- All visitors must check in at the front office to gain entry to any part of the building upon arrival and approval.
- All visitors must present a MCSD identification badge, driver's license, passport, military ID or ID received from the license bureau to receive a visitor's pass which will be scanned through the RAPTOR System upon approval.
- Each visitor must indicate his/her destination in the school and proceed to that area only when scheduled upon prior approval.
- Parents with multiple children are to only visit the classroom of the one scholar indicated upon prior approval.
- Each visitor must wear his/her school-issued ID at all times while on campus and return it prior to exiting the building through the front office which has already been approved.
- Requests to observe a class must be submitted in writing to the principal via the front office. Every effort will be made to accommodate the request within 24 hours from the time of the request being approved. Observation request forms are available in the front office. Please see our clerk, Ms. Baldwin.
- Unless previously authorized, visitors are to observe only, refraining from interacting with scholars, teachers.
- All scheduled conferences must be submitted in writing to the teacher of record who will communicate to the front office the approved time, date, and place.
- Classroom observations are not the time to have a conference. If you need to speak with your child's teacher, please email the teacher to schedule a parent-teacher conference which is convenient for you and the teacher.

We have a doorbell security system in place from MCSD. Upon your arrival to the school, please ring the doorbell, stand in front of the camera, and state your reason for being present at the school coupled with the name of your child and your name. Once the door opens, immediately report to the main office. **Do not hold the door for other visitors.**

Thank you for your understanding to keep all scholars safe and in a structured, learning environment. ☺

  
*Dr. S. Precious Evans, Proud Principal*



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