

Visitors

All visitors are to report to the front office before calling on a classroom, teacher, or student. Please remind all visitors of this policy if you are approached before they contact the office. All visitors must present ID and wear the identification sticker provided by the school at the sign-in desk in the front office. This policy is also applicable for conferences, meetings, and all other visitation purposes.

Visiting/Observing in Classrooms

We strongly believe that education is a collaborative venture between parents/guardians and school personnel. At times parents/guardians may wish to visit for a short period of time or observe for up to 30 minutes in a classroom. In compliance with board policy, all visitors are under the jurisdiction of the building principal, who has the responsibility to develop rules and procedures to maintain a safe and orderly learning environment. To assure a successful school visit or observation, we ask for your cooperation in following these guidelines:

Arranging for a visit:

- Visitors must request a visit/observation and state their purpose for the request.
- Arrange a mutually agreed upon date and time through the teacher or building principal.
- The observation session will be planned so as not to create conflict with the teachers' and students' schedules.
- Visits/observations are limited to not more than 30 minutes per visit to avoid disruption or distractions in the classroom unless extended time is mutually agreed upon.
- The number of visits/observations will be limited to assure the least amount of disruption to instruction.
- The principal reserves the right at any time to ask the visitor to leave.
- The principal or designee reserves the right to refuse, cancel or change the observation time or duration.

Conduct during the visit/observation:

- For security reasons, visitors are required to check in at the school office to sign in and obtain a visitor's sticker before proceeding to contact any persons in the building or on the school grounds.
- To protect the learning environment, only one visitor is allowed in the classroom during the observation. Parents/guardians are asked not to bring younger siblings or children while visiting/observing in the classroom.
- Observers are asked to sit in the area designated by the classroom teacher.
- The principal or designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
- Pictures and video/audio recording devices, and use of cell phones are prohibited.

- The visitor/observer must commit to engaging in no interaction with the staff or students in the classroom.
- If the visitor would like to talk to the teacher, a meeting can be scheduled for another time, rather than disrupt the scheduled lesson.
- During an observation, visitors will see or hear things which must be kept confidential. Confidentiality regarding our students is paramount and visitors must agree to respect the rights of the school staff, as well as the students, and refrain from sharing any information collected during the visit.
- Visitors need to sign out and leave their visitor's sticker when their visit is complete.