



Classroom Visitation Procedures

Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

- Parents who wish to observe learning activities taking place in their child's classroom are to request, at least **48 hours in advance directly to the Principal**, the requested date, time and purpose of the visitation.
Purpose: _____
- Every effort will be made to accommodate the request and an e-mail confirming the requested date/time of the visitation or providing an alternate date/time will be provided from the Principal within 24 hours of the initial request.
- Scheduled classroom visits will be **no longer than 30 minutes in length**.
- Scheduled classroom visits will be scheduled no more than **one visit per quarter**.
- Parents must sign in at the Main Office upon arrival for the visitation.
- Parents conducting a classroom visitation will be accompanied by an administrator at all times during the visit.
- Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
- Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- No visitor shall be allowed to videotape or audiotape any portion of the classroom visit.
- Visitations will not be allowed during assessments.
- At the conclusion of the visit, any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
- A copy of these guidelines will be given to and signed by each visitor to a classroom as an indication that she/he understands the reason for each guideline.

I, _____, have read and understand the guidelines outlined above and will abide by said guidelines.

Signature: _____