

Campus Visit Expectations

Classroom observations will be limited to parents or guardians. If you would like to designate a non-guardian you will need to direct the request to (District Level Official) _____ at the Galena Park Independent School District Administrative Office located at 14705 Woodforest, Houston, Texas 77015. 832-386-1000. ALL designees must receive prior approval before access to the class is granted.

Classroom visitors will sign in and out appropriately and display their visitors passes at all times. Valid identification will be required for each visit.

Classroom visits will be limited to observations only. Please avoid interaction with the student, teacher, or other students during class. If there is a question or concern you feel needs to be addressed, you may schedule a meeting with an Administrator to discuss concerns. All concerns must follow district protocol for resolution. Concerns should not be raised to staff members during the visit.

Campus access for classroom visitors is limited to the immediate location of the child. Please remain with your child. If the student travels from one class to the next, accompany the student to that class. Moving to other locations in the building is not permitted.

Campus and classroom access is granted and monitored by the campus principal. If a disruptive or questionable situation, stemming from your presence, arises, the principal, at his discretion, may end the visit for the day and ask you to leave while appropriate resolution is sought. If an event such as this occurs, you will need to meet with the principal before the next visit.

The parking area is reserved for staff, student, and visitor parking, pick-up, and drop off only. Due to safety concerns and the responsibility our district assumes for all visitors, it should not be a routine practice for campus visitors, or individuals accompanying campus visitors, to sit in cars or remain in the parking lot unattended during extended visits. Incident-specific decisions regarding situations like these will be made at the principal's discretion.

Frequent visits and/or routine student check-in and check-out during the same school day will be monitored and limited. Campus observation visits will be limited to one day per week. Documents for activities such as medical, legal, counseling, etc. must be submitted to the office upon the student's return. Our campus will seek to work with you should instances like these arise unexpectedly. However, it is expected that the student maintain good attendance, on time, and remain in school for the duration of the school day, except for in circumstances outlined by the district in our district attendance policy. In accordance with district policy, you may check a student out at any point during the day.

If you desire to eat lunch with your child, please inform our staff and we can work out accommodations for this to take place here on campus. Picking up students to take them to lunch on a routine basis is not a practice our campus can accommodate.

Classroom visits must be conducted in a way that preserves the integrity of the instructional process. Electronic devices should remain out of sight at all times. This ensures all student (s) confidentiality is protected at all times. Outside food, drinks, etc. are not permitted in the classrooms. Appropriate attire

and professional communication are expectations. You will need to remain in an area away from the instructional activity taking place and avoid moving around the room.

During a classroom visit, complete cooperation is required. If, at any point, you receive a directive from an administrator, immediate compliance is expected. At no time, are escalated tones, inappropriate language, and argumentative responses permissible in the presence of students.

It is our desire to provide a supportive environment that addresses your child's needs within an instructional context that fosters academic and social development, cultivates independence, and results in his/her taking an active role in his/her own learning. It is important that our campus partners with you in this endeavor and that lines of communication remain clear, productive, and student-centered.

Parental support is critically important to every child. It is the most defining influence on how the student will view every future life experience. With this in mind, we ask that you join with us to monitor and assess the impact of the daily visits you requested so that we insure that these activities do not become counterproductive and limit the educational benefit of the instructional programming she should receive in the classroom environment.

Regards,

Julien Guillory

I have received a copy of this letter of expectations. My signature means I understand and agree to follow the expectations in this correspondence. I understand failure to comply with these expectations may result in campus observation visits revoked.

Parent Signature

Date

Principal Signature

Date