



## Parent Classroom Visit Guidelines

### Scheduling Your Visit

- Contact the grade level administrator to schedule at least 24–48 hours in advance.
- Unannounced visits are not permitted.
- Teachers will be notified once your visit is confirmed.

### Checking In

- Sign in at the front office with a valid state issued ID.
- Always wear the visitor badge.
- An administrator will accompany or check in during your visit.

### During the Visit

- Observe quietly without interrupting instruction.
- Silence your cell phone; no calls or texting in class.
- Do not engage the teacher during the lesson—schedule a follow-up conference instead.
- No photos, video, or audio recordings.

### Respecting Privacy

- Visits are for general observation only, not for evaluating teachers or other students.
- Student information and classroom activities must remain confidential.

### Time & Frequency

- Typical visits last 20-30 minutes.
- Longer or repeated visits require principal approval.

### After the Visit

- Request a meeting with the teacher or administrator if you'd like to discuss what you observed.
- Share concerns respectfully through the proper channels.

## **Safety First**

- The school may end or deny a visit if expectations are not followed or safety is compromised.

 Thank you for partnering with us to keep our classrooms focused on learning!