



Upchurch Elementary School

730 Turnpike Rd. Raeford, NC 28376

Phone: 910.875.1574

Fax: 910.904.0624



Angel Baker
Principal

Lashonda Moore
Assistant Principal

POLICY AND AGREEMENT REGARDING PARENT/LEGAL GUARDIAN CLASSROOM VISITATIONS

In compliance with **Hoke County Board of Education Policy 5020**, the following requirements apply to parents or legal guardians seeking to observe their child in the classroom setting:

1. All visitations must be prearranged and approved by the principal or their designee. Such arrangements should be made at least 48 hours in advance.
2. Visitors may be subject to a background check to ensure the safety of other students.
3. All school visitors during the school day **must report immediately to the administrative office at the school** to request and receive permission to be in the school. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.
4. School visitors are expected to comply with all school rules and school board policies, including policy 5025, Prohibition of Drugs and Alcohol; policy 5026/7250, Smoking and Tobacco Products; and policy 5027/7275, Weapons and Explosives Prohibited.
5. Persons who are subject to policy 5022, Registered Sex Offenders, must comply with the provisions of that policy.
6. Visitors to a classroom shall not interact with any students in the classroom, nor interfere with the instructional process of the class.
7. Visitors will be subject to the supervision of one or more staff members and shall comply with the directives of school personnel.
8. Visitations are limited to a maximum of 60 minutes, unless specifically extended by authorization of the principal.
9. Visitors may not make any type of recording, including but not limited to photos, audio, or video recordings. Further, visitors shall leave all recording devices in their vehicle, including but not be limited to cellphones, audio recorders, video recorders, and smart watches.



Upchurch Elementary School

730 Turnpike Rd. Raeford, NC 28376

Phone: 910.875.1574

Fax: 910.904.0624



Angel Baker
Principal

Lashonda Moore
Assistant Principal

10. Visitors understand that while in the classroom, they will have the opportunity to witness multiple students in their learning environment. By signing this agreement, you agree that you will not in any way attempt to access any confidential information to which you are not entitled to access, nor will you disclose any confidential information obtained during the visitation except as authorized. Further, you agree to comply with applicable local, state and federal laws, and Hoke County Board of Education policies.

11. Failure to adhere to these requirements will result in immediate revocation of access to the classroom and school building.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____