

MacArthur Intermediate

SCHOOL/CLASSROOM VISIT PROCEDURES

MacArthur values the partnership of our parents and welcomes their interest in our academic process. To facilitate that partnership, every effort will be made to accommodate requests from parents to visit our facilities. To ensure appropriate access and minimize disruption to the learning environment, the following guidelines have been developed regarding visits to classrooms.

General Information

Classroom visits must be *unobtrusive to the educational process* and learning environment and should not occur on an excessive basis. All requests for visits will be coordinated through the building Principal or Assistant Principal at least *24 hours in advance*.

In general, visits should not exceed 20 minutes. The Principal must approve exceptions to this time guideline.

Visits by Parents/Guardians of Current Students

Parents/guardians of current students visit the schools for various reasons, including:

- Participating in school/classroom activities
- Volunteering in their child's school
- Observing their child in one or more of his/her classrooms
- Observing an educational placement or program that has or may be proposed for their child

SCHOOL/CLASSROOM VISIT PROTOCOLS

- A. School/classroom visits must be unobtrusive to the educational process and learning environment, and should not occur on an excessive basis.
- B. All visits must be coordinated through the building Principal or Assistant Principal. Individuals who are interested in visiting a school or classroom will provide the Principal or Assistant Principal with detailed information about their visit (date, time, purpose, etc.) when submitting their request for access to the building.
- C. Front office staff should be notified about these visits as soon as they are scheduled so they know the dates and times to expect these individuals.
- D. All visitors must enter through the main school entrance and register in the front office and obtain a visitor's badge. This visitor's badge must be worn at all times in the building. Anyone not wearing a visitor's badge will be directed to the front office. Anyone who does not register with the front office and is on school property without authorization and will be asked to identify himself/herself and obtain permission to remain on the premises or leave school grounds immediately. If the visitor refuses to obtain permission to stay on the premises and won't leave the school grounds, the Principal or designee will contact the police.

- E. Any individual who shows up at a school for a visit without making prior arrangements must speak with the Principal or Assistant Principal about the purpose of his/her visit and either get permission to remain on school grounds or determine a more appropriate time to come back and conduct the visit.
- F. When school/classroom visits are being scheduled, the number of participants should be taken into consideration in order to avoid disruptions to the learning environment.
- G. Visitors will not be allowed to visit classrooms during testing.
- H. Visitors are expected to respect the instructional environment and the learning process. If questions arise during a visit while instruction is in progress, visitors should contact the Principal or Assistant Principal after the visit so they can be answered during non-instructional time.
- I. Visitors may view the instructional materials being used by students and/or teachers if copies of these materials are readily available during their visit. Otherwise, arrangements can be made to view the instructional materials at another time.
- J. Visitors may NOT use audio or video equipment or cell phones to record school or classroom activities.
- K. Visitors must agree that they will not disclose any information about student work groupings, behavior, or classroom contributions that would result in the identification of individual students.

Reference:

EPISD Student Handbook p.72

VISITORS TO THE SCHOOL (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted