

# H.B. Rhame Elementary School

## School Visitation Policy

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization will be required as needed for school programs, assemblies, graduations and other school events.) All participants and spectators of school programs, assemblies, promotions and events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

At H.B. Rhame Elementary we welcome parents and guardians to be involved in the education of their children. 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.

### **\*\*MANDATORY SAFETY PROCEDURE\*\***

If you would like to visit our school campus, you will be required to have your **Driver's License or Official ID** with you. When you enter the main office, your ID will be scanned into the RAPTOR system and you will be given a visitor's badge/sticker. The office staff will retain your Driver's License while you are on campus. In order to retrieve your ID, you will need to return your visitor's badge/sticker as you exit the campus. We appreciate that this may be an inconvenience, but keep in mind that the safety of our students is first and foremost.

### **WALKING STUDENTS TO CLASS**

Our goal is to create independent learners and thinkers. Thus we encourage parents to assist us fostering this independence by allowing students to walk themselves to class. We understand that our youngest learners (PreK and Kindergarteners) may need to be escorted by parents but our professional staff on duty is there to assist students in getting to class in a safe and timely manner. However, parents wishing to escort his/her child will need to sign-in and out in the front office for a visitor badge. Badges must be visible at all times when walking the hallways. Parents should not interact with other students. Additionally, parents should not attempt to hold a parent conference with teachers as they are busy ensuring the start of the school day is productive. Parents wishing to meet with teachers will need to schedule a meeting that is convenient for the teacher and his/her schedule.

Here at H.B. Rhame Elementary School, we encourage parents to visit and be actively engaged in your child's education. Classroom visits afford one of the best means to gain information about the educational program and to observe a child's performance in a classroom learning situation. In order to maintain security for all students and to avoid conflict with scheduled events or the disruption of critical educational activities (such as testing), the administration requires that all parent visitation be approved by the principal or assistant principal in advance.

In order to protect the privacy of other students and maintain a proper learning environment, parents/guardians must have advanced permission to conduct classroom observations and *must turn off mobile phones and pagers* when do so. All visitors to the school must conduct themselves so as not to interfere with the daily operation of the school program.

Visitors should not interact with the teacher during instruction, should not attempt to interact with students during the observation, and should not cause a distraction or disruption to the educational process. If the visit is deemed a distraction by either the teacher or school administrator, the visitor will be asked to end the observation.

### **PARENT OBSERVATIONS OF CLASSROOMS**

A parent or guardian wishing to observe in the classroom shall be accompanied by the principal (or designee) for the classroom visit. Observers should submit a Classroom Observation Request form including the date, time and purpose of the proposed classroom visit at least twenty-four (24) hours in advance to the principal (or designee). The classroom visit will be approved or disapproved by the principal (or designee). If approved, the visit will be coordinated with the classroom teacher and accompanied by the principal (or designee). An explanation will be given on the Classroom Observation Request form if disapproved. All visitors must sign-in/out at the front office prior to the agreed upon observation time. A visitor's badge will be issued and the principal or designee will be notified. The class observation shall be limited to one class period, not to exceed sixty (60) minutes. The visitor shall not interrupt the classroom setting or the instruction; therefore, the time of the visit will be determined by the principal or designee. Individual cases concerning classroom observations may be taken under consideration by the principal or designee after consultation with the teacher. The principal or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time she/he perceives the change to be in the best interest of the children, parent or teacher. The principal's or designee's decision per classroom observation requests will be stated on the Classroom Observation Request Form.

**Frequency and Duration:** To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

**Parental Conduct During Classroom Visitation:** Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum

### **LUNCH VISITORS**

We realize parents and guardians might wish to eat lunch with their children on special occasions. Due to the limited amount of space and tables in the cafeteria, H.B. Rhame Elementary will allow lunch visitors Monday-Friday during specified grade level lunch times only. Lunch visitors will need to check in the front office and be registered through RaptorWare before being allowed in the school. You and your child should sit at the designated family lunch table. Parents may choose to buy from the cafeteria or bring in outside food. Please remember that it is against state law to give food to any child other than your own. We ask that you try to exit the cafeteria 5 minutes prior to the end of the lunch period in order for our teachers to follow procedures of classroom management. If you have any questions or concerns, please contact the front office or your child's teacher.

### **MEETINGS/APPOINTMENTS WITH TEACHERS**

Visitors may enter the main office door at 7:00 a.m. daily Monday through Friday during the school year for appointments with teachers. Visitors should sign-in with the front desk staff and wear a visitor's sticker for the duration of the visit. A teacher or staff member will be called to meet the parent in the office for the appointment. Upon leaving at the conclusion of the meeting, the parent should sign-out in the main office before departing. Conferences will occur only during unstructured time either during a teacher planning period or outside the school day.

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## *Classroom Observation Request*

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_

Teacher to be observed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Purpose of observation:

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Principal/Designee:

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_ Reason: \_\_\_\_\_ Date \_\_\_\_\_

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Teacher to be observed \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Purpose of observation:

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Principal/Designee:

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_ Reason: \_\_\_\_\_ Date \_\_\_\_\_