

## Visitors During Instructional Time Protocol

In addition to Policy SS-8002 Descriptor Code-JV **Visitors, State Schools**, the following protocol is implemented so that families are welcomed to our school and the quality of instructional time is upheld. Please know that this protocol is provided so that students and families are served, and our school remains a safe and orderly environment for instruction.

- Time and purpose of classroom visits are scheduled and approved with the teacher at least 24 hours prior to the visit. A parent or guardian may call or email the teacher to schedule the visit.
- The teacher will notify the office that visitors are expected.
- Visitors will sign in at the office and be escorted to class.
- Visits are kept to 30 minutes each for maximum two visits per week unless the teacher indicates a special occasion such as a holiday performance, etc.
- Visits are for unobtrusive observation of the family's student and not a time for family/teacher conferences.
- Visitors are prohibited from using recording devices during the visit. This is to protect the privacy of other students in the classroom.
- The school-level superintendent may approve a deviation from this protocol if there are extenuating circumstances, but the circumstances must be of a significant nature that would warrant such a deviation. The parent or guardian should call or email the school-level superintendent to discuss a deviation from this protocol based on extenuating circumstances.