

## Thurston High School: Classroom Visitation Policy for Parents and Guardians

Parents and Guardians,

Welcome to Thurston High School! You play an integral role in your child's education and we welcome you. Visiting a classroom is one of the best ways to gain insight into the educational program and observe your child's performance in a classroom setting. Here at Thurston, we pride ourselves in creating an environment that is conducive to learning for all. Please follow the basic procedures, guidelines, and expectations for classroom visitations:

### Procedures

24 Hours Prior...

1. Come to the main office to get a **Classroom Visitation Policy** form.
2. The form must be submitted to the main office 24 hours prior to your visit. *(If the form is not approved, administration will notify you. Otherwise, please plan on attending on the day of your request).* Office staff will get the signatures necessary.

On the Day of Your Visit...

1. Sign in at the main office and get a visitors sticker.
2. Have a brief meet and greet with an administrator to go over procedures, guidelines, and expectations
3. Be on time to the class and enter quietly. Introduce yourself to the teacher and other adults in the room prior to the start of class. Ask the teacher where he or she would like you to sit, to maximize your opportunity to observe your child.
4. After the visitation, please sign out at the main office.

### Guidelines and Expectations

- You are in the classroom to better support your child, which may lead to further dialogue at home.
- Staff members initiate interactions with others in the classroom. Please remember that you are there to observe. Please do not disrupt the learning environment.
- The school reserves the right to limit the amount of visitations. Special circumstances may merit additional visits.
- Please know that at times, a parent/guardian visit may be distracting to the education of other students. If this is the case a conference will be held between parents/guardians and staff members to discuss any issues before visitations continue.
- Parents/guardians are expected to follow the same school-wide expectations as students. For example, use of technology, cell phones, etc.
- Teachers will manage classrooms while parents/guardians are observing. If questions or concerns arise please contact the teacher *after class* via email or phone call and a meeting can be arranged outside of instructional time.
- Anything you see in the classroom shall remain confidential due to educational privacy laws.

*\*By signing this agreement, students, staff, and parents/guardians agree to the procedures, guidelines, and expectations above. At any point if a staff member or administrator feels that the parents/guardians are not adhering to the guidelines set forth, they have the right to limit the visitor from classroom visitations.*

Name of Student: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date(s) and Location of Visitation: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Teacher(s) Name and Signature:

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