

REGULATION

Rochester Community Schools
Rochester, Michigan 48307

RELATIONS
9150/Page 1 of 2

SCHOOL VISITORS

The Board encourages parents and citizens to visit the schools. The principal will regulate visits both within the school and on the campus for purposes of student/staff security and to protect the integrity of the instructional program.

All visitors, including parents, will report to the main office before visiting elsewhere in the building or on the campus. Rules regarding visitors will be posted at the main entrances of each school.

All principals will include visitation regulations in parent communications, student and staff handbooks.

Visitors will be admitted to a classroom only with permission from the principal/designee upon completion of Attachment A – Classroom Instruction Observation Request Form unless the teacher has been given prior permission to invite guests for a particular occasion.

The principal/designee, with written parent permission, will provide requested information to independent certified professionals through the use of checklists, surveys, observational data and/or meetings.

Upon a persuasive showing of need, the principal/designee, in conjunction with the Assistant Superintendent for Instruction/designee, may at his/her discretion allow independent certified professionals to observe a student with parent or guardian permission during school hours. Such observational activities may be limited in scope and duration within administrative discretion, so as to minimize any adverse impact or disruption on the instructional program and classroom activities.

Assessment and evaluation activities, other than those mentioned immediately above, will only be conducted by Rochester Community School employees during the school day. Independent tutoring and counseling will not be done during the school day.

If a parent/guardian wants an appointment to discuss his/her child's progress with a teacher, the appointment should be arranged outside

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9150/Page 2 of 2

school hours, on conference days, or during the teacher's planning period.

If a person on a school campus or facility creates a disturbance or refuses to leave the campus or facility, when directed to by the principal/designee, the principal/designee shall contact appropriate law enforcement officials and take action as may be necessary. The Superintendent/designee shall be promptly notified of any such action.

Approved: June 29, 1998
Revised: November 2, 1998
Revised: October 29, 2013



CLASSROOM INSTRUCTION OBSERVATION REQUEST

STUDENT NAME _____

DATE SUBMITTED REQUEST _____

CLASSROOM TEACHER _____

- A. Visitors will be admitted to a classroom only with permission from the principal/designee unless the teacher has been given prior permission to invite guests for a particular occasion.
- B. Request to observe classroom instruction are to be submitted in writing, to the building principal, five (5) days in advance of the requested date.
- C. Parents or legal guardians are permitted to observe in their own child's class only.
- D. Observation will be limited to approximately 20 minutes.
- E. Recording devices are prohibited, unless prior arrangements have been made and permission is granted in writing.
- F. Placement or seating of the parent/guardian will be at the discretion of the teacher.
- G. Observers will not challenge the lesson or any portion of it during class or in front of other students.
- H. Questions/comments should be directed to the classroom teacher at a time convenient to the teacher. Parents must not interrupt instruction.
- I. No personal questions about students will be answered.
- J. Disclosures (if applicable) must remain confidential.
- K. Observation may be supported by or accompanied with a RCS staff member.

Rational/Purpose of Classroom Observation Request:

I agree to the above parameters:

Parent/Guardian Signature _____ Date _____

Principal (or designee) Signature _____ Date _____

Date and Time of Observation _____

Note: Attach written copy of request to this form

Copies: Principal, Teacher, Parent/Guardian