



## **Visitor and Classroom Observer Guidelines**

By State law, visitors and volunteers **must check in at the school office** before entering the school campus. This includes the playground and inside the school fence. If your child arrives late to school, please escort your child to the office for a tardy slip. Your child may then proceed to their classroom on their own. Forgotten lunches and other items are to be dropped off in the front office for a staff member to deliver.

### ***Visitors***

All Visitors on campus **must** sign in at the office and wear a “visitor” sticker.

### ***Classroom Observers***

Observers in the classroom can significantly change the dynamics of the student’s interaction with the environment, staff and peers. The following guidelines will assist observers in blending in with the environment and result in the least amount of disruption.

- Select a spot to stand or sit in the corner of the room where you can view the work area without being intrusive.
- Refrain from speaking to the students and teachers. If a student speaks to you, just smile and direct them back to their work.
- Jot down questions on a note pad to discuss later with teachers or administration.
- Children are not to be included in the classroom during observations and the office is not equipped to provide child care for them.